

# **Service Manual**

## **New Hampshire AA**

### **Area 43 District 12**

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**Thank you for choosing to serve the District 12 community which includes AA groups from Manchester, Bedford, Hooksett, Goffstown and New Boston. As a member of the District 12 Service Assembly, you will share in its primary responsibility to provide guardianship of services offered to these groups.**



**The intent of this revised Service Manual is to ensure that the District 12 Assembly operates as an efficient and transparent entity while providing its groups with the services and resources needed to carry the message of AA.**

**This service manual contains  
our Charter and Bylaws  
9/5/2019**

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# District Charter

(Adopted December 15, 2000)

## Article 1 - Purpose

The General Service Assembly of Alcoholics Anonymous (District 12) is the guardian of local services and of the Twelve Steps, Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. The District shall be a service body only, never a government for Alcoholics Anonymous.

## Article 2 - Composition

The District shall be composed of all registered A.A. Groups and declared meetings located within the confines of the communities of the District, as recognized by the New Hampshire Area Assembly.

The District Assembly shall be composed of the Groups' General Service Representatives, Alternate GSRs, Acting GSRs, District Committee Chairmen, Committee Members, Local Committee Members, and Officers.

Individual members of Alcoholics Anonymous, N.H. District Twelve, are invited to attend and participate in discussion at any or all District Assembly or District Committee Meetings. Although they have no vote in the Assembly meeting, their input is needed and greatly appreciated.

Consultation and a lateral exchange of ideas between Districts are encouraged. The primary responsibility of The District shall remain the guardianship of services within the confines, and related to the specific informed conscience of District Twelve.

The District shall relate its service voice and activities to the N.H. Area Assembly by means of its District Committee Member, GSR, Committee Chairmen, and otherwise duly elected or appointed representatives. However, the District shall always exercise its own guided conscience voice in relations to other service entities, based on the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It shall always carefully consider the intent and spirit of these principles when defining its place and actions within the service structure of the fellowship of Alcoholics Anonymous.

## Article 3 - District Relations to A.A.

The District will act for A.A. in the perpetuation and guidance of its world services, at the local level, and it will also be the vehicle by which the A.A. movement can express its view upon all matters of vital A.A. policy and all hazardous deviations from A.A. Tradition.

District Assembly members should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the group level, whether for information, discussion, or their own direct instruction.

#### Article 4 - District Relations to the Officers and Committees

The District Assembly shall support their duly elected officers and committees in the exercise of their legitimate service responsibilities. The Officers and Committees shall keep the Assembly duly informed of all service activities and expenditures they have undertaken or wish to propose.

It will be understood, as a matter of tradition, that a defined majority of District Members voting shall be considered binding upon the duly elected or appointed District Representatives and related service committees. This in being provided the total vote constitutes a District Quorum. A quorum shall consist of the voting members in attendance at any District Meeting. Unless otherwise indicated by the recognized parliamentary or procedural authority, the District Assembly (Ultimate Authority) ought not to impair the ability of the District Representatives (Delegated Authority) to conduct routine service business. Routine being that guided by the Twelve Steps, Twelve Traditions, Twelve Concepts, Guidelines and related GSO approved A.A. literature. District Guidelines and Assembly By-laws.

A Motion to Reorganize the District may be made at any time by any voting member of the Assembly. A Motion to reorganize the District may bring about a change in the District Charter, officers, and/or Services and Committees. A vote to carry such a motion will require an affirmative vote of at least 3/4 of the General Service Representatives present when the vote on a Motion to Reorganize the District is taken. In order to assure proper communication, prudent discussion and full representation of the groups in District 12, such a vote to reorganize shall occur no sooner than the next regularly scheduled District Assembly after a Motion to Reorganize the District is presented to the District Assembly, and seconded.

#### Article 5 - Voting Members of the District Assembly

Members of the District Assembly who are eligible to vote on issues placed before the District shall be: all duly elected GSR, (alternate GSR in the absence of the GSR), Acting GSR, District Committee Chairmen, Local Committee Members, and District Officers.

#### Article 6 - Elected Representatives of the Group

The General Service Representatives, Alternate GSRs and Acting GSRs are to be elected by the informed group conscience of their individual A.A. groups and meetings. The term for such positions is suggested as two years in duration

The GSRs, Alternate GSRs, and Acting GSRs carry the conscience voice of the individual groups and meetings to the District Assembly. At the Assembly they work towards unity of purpose

with the Officers and Committees in serving A.A. as a whole- In doing this they may and, when needed, ought to qualify or depart from their group's opinions on District matters. The group's representatives possess greater on-hand knowledge of actual events, experience in current District issues and more abundant exposure to general A.A. service literature and responsibilities.

### Article 7 - Elected Representatives of the District

All District Representatives, (excepting registered committee staff members), are to be elected by the entire District Assembly at the District Meeting. The election Assembly will occur during the month of October, in the odd year, every two years. The duration of term of office for all District Representatives shall be two years. Elected District. Representatives shall be all District Committee Chairmen, Local Committee Members, officers, and any position the Assembly deems necessary of this qualification.

Consecutive terms of office for a District Representative may be allowed if the representative has served only a portion of a full two-year term and only if the Assembly at each specific election meeting grants approval of nomination.

If a District Representative leaves office for whatever reason, the District Assembly may approve a new nomination and proceed to a vote to fill the office at any given District Meeting.

The District Assembly is at liberty to allow District Committee Chairmen to appoint assistant chairmen, treasurers and staffs of their committee. It may also allow and call for an Instance of Approval of any appointments at the time of notification of such appointments at the District Meeting.

Election of all District Representatives, at the regularly scheduled election assembly, shall be conducted according to the Third Legacy Procedure (AA Service Manual), or as close to this as deemed practicable by the District Assembly. Election of District Representatives at any other Assembly Meeting (i.e. to fill a vacancy) shall be conducted by written ballot of two-thirds majority to carry or if contested. Third Legacy procedure shall apply.

Election of a sitting G.S.R. to any District Representative position carries with it a number of potential conflicts of interest. The GSO pamphlet, entitled "G.S.R. May be the most important job in AA" addresses this question with the following text. "Active membership in a home group – yours – is also important, and your G.S.R should hold no other offices in any group." The candidate and the District Assembly should carefully weigh the impact the specific positions, potential conflicts of interest, and the individual candidates when considering electing a sitting G.S.R. to an additional District Representative Position. Any GSR so elected to a District position shall hold the position in an acting capacity until the normal term is completed or until a candidate who can fill the position in a full time capacity is found and elected by the assembly.

## Article 8 - Officers, Committee Chairmen & Committee Members

The District Officers, LCMs, Committee Chairmen, and Committee Staff Members shall be the actual service arm of the District, whose duties are essentially custodial in character. Excepting for decisions upon matters of policy, finance, or A.A. Tradition, liable to seriously affect A.A. as a whole, these positions have entire freedom of action in the routine conduct of the local policy and business affairs of the A.A. District. They may name suitable committee members and subsidiary committees in pursuance of this purpose. The Officers are primarily responsible for the integrity of the policies and finances of the District, its subsidiary services, and for such other service entities that the District Assembly may desire to form.

Except in a great emergency, neither the District Officers, LCM, Committee Chairmen, Committee staff members, nor any of the related services ought ever to take any action liable to greatly affect A.A. as a whole without first consulting the District Assembly. It is nevertheless understood that the Officers shall at all times have the right to decide which actions or decisions may require the approval of the District Assembly.

## Article 9 - District Assembly

The District Assembly will hear all financial and policy reports of the Officers, Committee Chairmen, LCM and other related service entities. The District Assembly will advise with the Officers, service entities and staffs upon all matters presented as affecting A.A. as a whole as well as locally. The District Assembly will engage in debate, form necessary committees and pass suitable resolutions for the advice or direction of the Officers and service entities.

The District Assembly may also discuss and recommend appropriate action respecting serious deviations from A.A. Traditions and Concepts, or harmful misuse of the name "Alcoholics Anonymous".

The District Assembly may draft any By-laws, Guidelines or Policies and Procedures to assist it in the pursuance of its primary duties. The Assembly may also formulate and adopt any amendments to such By-laws, Guidelines, or general Policies and Procedures that it deems necessary. Any amendments thereto should always be subject to the approval of the District Assembly by a two-thirds majority vote of the voting members present, and only with previous notice.

## Article 10 - District Meetings

District Assembly Meetings shall be convened once during each month of the calendar year on a day and at a time deemed practical and effective by the District Assembly.



### Article 11 - General Intent

The District Charter, any subsequent Bylaws, Guidelines, and Policies and Procedures are not legal documents. They rely more so on tradition, unity, singleness of purpose within our local fellowship and the A.A. purpose for their final effectiveness.

### Article 12 - General Warranties

In all its proceedings the District Assembly shall observe the spirit of the A.A. Tradition, taking great care that the Assembly never becomes a seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that none of the District members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no District Assembly action ever be personally punitive or an incitement to public controversy, that though the District Assembly may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the District Assembly itself will always remain democratic in thought and action.

Submitted this date,

April 22, 2001

Group Services Committee

## By-Laws of the District Assembly

(Adopted August 18, 2002)

### General

1. That the voting members of the District Assembly have the sole authority for ratification and/or alteration of any by laws governing said Assembly.
2. That any declared member of AA District 12 may bring before the Assembly a proposal for creation of or amendment to any existing by law.
3. That all by laws considered for adoption abide by the spirit of the Twelve Steps, Twelve Traditions, Twelve Concepts and otherwise General Guidelines and chronicled experience of Alcoholics Anonymous.
4. That adoption or amendment of any by law be in the best interest of the Primary Purpose of Alcoholics Anonymous in general and District 12, New Hampshire Area 43 specifically.
5. That adoption, amendment or repeal of any by law be achieved by a two thirds majority of the voting members of the Assembly present; and only after adequate presentation, discussion, consideration and previous notice.
6. That all members of AA District 12, New Hampshire Area 43 consent, by their very presence at any District Assembly, to abide by the group conscience of the District Assembly as stated in the current governing by laws of such assembly until and if they can secure appropriate amendment or repeal of same.

### Specific

7. That all persons in attendance at any District Assembly meeting abide by procedures as defined in the current Parliamentary Authority as designated by the voting members of the District Assembly.
8. That all members of the District Assembly agree to perform the duties of their positions as defined in the AA Service Manual, AA Pamphlets as well as the District 12 Responsibilities and Guidelines Handbook.
9. That all contents of the District 12 Responsibilities and Guidelines Handbook are subject to amendment by a simple majority of the voting members of the District Assembly present during such a vote.
10. That no by law of the District Assembly ever be interpreted as to override the ultimate authority of the informed conscience of the AA Groups of District 12.

## Robert's Rules of Order

Robert's Rules of Order is a standard set of rules first published by Henry M Robert to run meetings. It is a recognized guide to smooth, orderly and fairly conducted meetings.

### How the District Assembly Operates using the Robert's Rules of Order

The District Assembly generally uses the Robert's Rules of Order and will operate in an informal basis as long as we remain constant with all rights concerned. It is important to remember that the purpose of the rules of order are to allow the assembly to conduct business in a straight-forward manner. Using the rules allows the assembly to carry the message to the members of District 12 by reaching an informed group conscience. Some exceptions to the Robert's Rules of Order have been adopted to operate in accordance to AA Traditions.

### The District Quorum

Two thirds majority vote is required to conduct the District Assembly business.

### Committee System

Important matters within the assembly are handled using the "committee system". Each committee has delegated authority to deal with issues, business, or events that are essential for operations of the District. Any recommendations from a committee are presented to the District Assembly for acceptance or rejection. During this process these recommendations are automatic motions and cannot be amended by the District Assembly.

### Substantial Unanimity

All matters presented to The District Assembly, that require a substantial unanimity, is a two thirds majority. This includes any motions or amendments to motions and elected positions require a two thirds majority vote.

### Minority Opinion

After each vote of a matter, anyone who opposed the matter always has the opportunity to speak their position. If the motion passes with a two-thirds vote the minority may speak. If the motion receives a majority vote but fails to pass for lack of the two-thirds vote, the majority may speak. Failing to allow the minority to speak during the "discussion" can create a motion to reconsider and can be a "time waster" within the assembly that could have been avoided if all sides were examined thoroughly.

### Reconsideration

A motion to reconsider a vote can only be made by a member of the minority side but can be seconded by anyone. If the majority votes to reconsider, a full discussion is resumed.

## General Rules of Debate and Voting

- People who wish to speak may raise their hand and or line up to use the microphone and they must address the District chairperson (Atl. DCM)
- Each person may speak for one minute.
- No one can speak for a second time on a topic until all who wish to speak have had the opportunity to do so.
- A full discussion on a motion or recommendation shall take place before each vote.
- Everyone has the right to express his or her opinion. However, if your opinion or perspective has already been spoken by someone else, there is no need to say it again.
- Voting is by a show of hands unless the conference decides otherwise.
- Avoiding a hastily made amendment or too quickly “call the question” can divert the subject at hand and can also cause confusion, which delays the assembly’s business.

## Motions Made on the Assembly Floor

When making a motion, please use the microphone and address the chair. It is customary to have your motion in writing and to submit it to the Chairperson prior to the assembly meeting, to have it printed on the agenda. A written motion can be presented on the floor and allows the secretary to finalize the motion and correctly record it for the minutes. Having your motion prepared in advance allows for a smooth and easy discussion and vote. We advise that if you choose to not write your motion down in advance, that you clearly make your statement, and refrain from repetitiveness or wordiness, to allow our secretary to record it properly.

## Tabling a Motion

Tabling a motion means to postpone any further discussion until the next District Assembly meeting. Substantial unanimity is required for tabling a motion, two thirds vote.

## Motion to Recommit

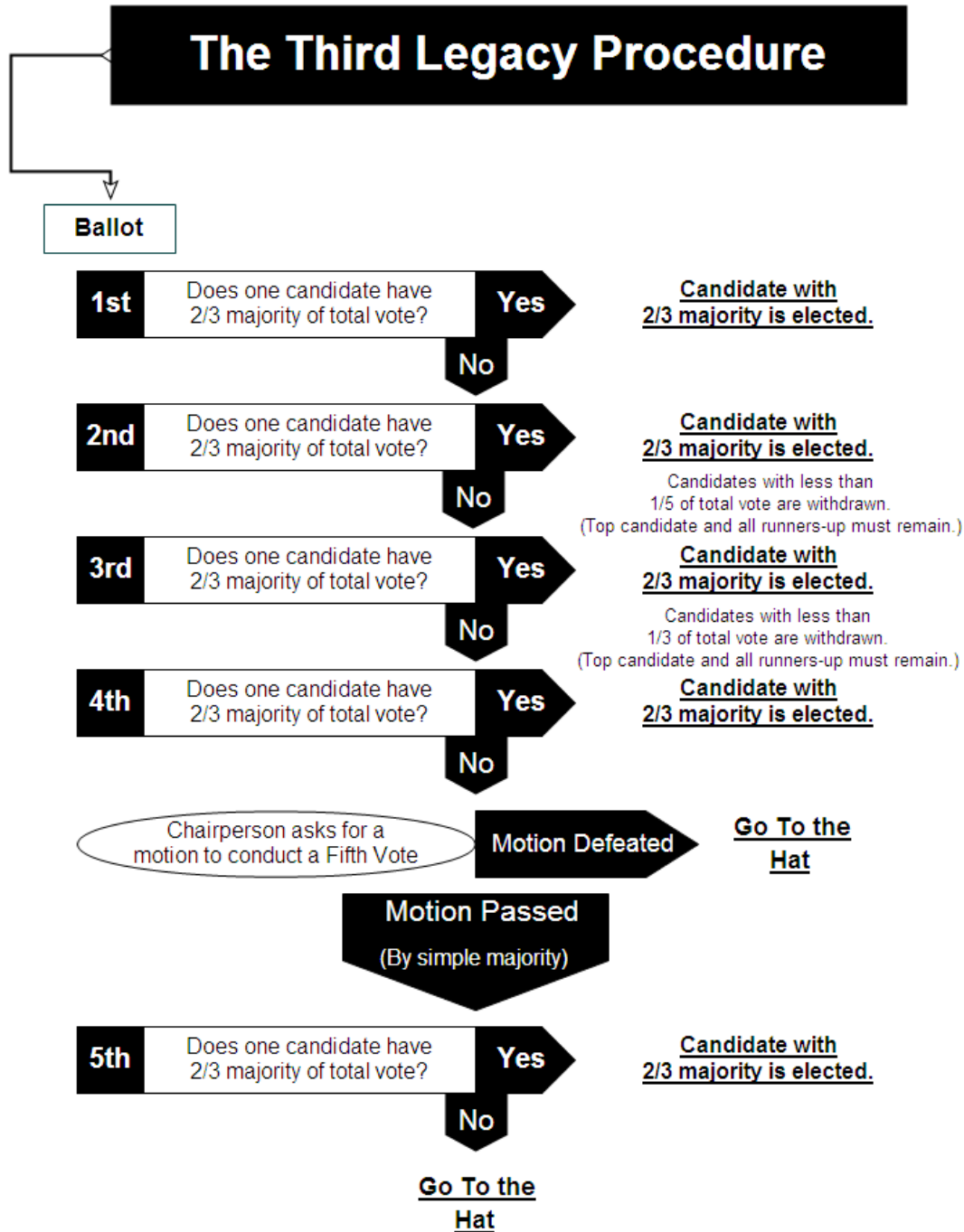
A motion to recommit returns a motion to the District Services Committee for further evaluation. A motion to recommit must be seconded, is debatable and can be amended. The District Services Committee will present a recommendation at the next District Assembly.

## Calling the Question

Calling the question brings discussion to a halt and allows the assembly members to decide to go to a vote or continue the discussion. Simple majority is required to call the question.

## Third Legacy Procedure

Voting of all District Assembly positions follows a third legacy procedure. This is ballot voting.



## Summary of Conference Procedures

<b>MOTION</b>		<b>Requires a "Second"?</b>	<b>Is Debatable?</b>	<b>Votes Require for Approval</b>	<b>Minority Voice Heard</b>
Committee Recommendations	Presented in the committee report	Automatically Seconded	YES	Two-Thirds	YES
Amending a Motion	A motion on the floor can be amended by another assembly member.	YES	YES	Two-Thirds	YES
Tabling a Motion	Made without Comment	YES	NO	Simple Majority	NO
Moving to Recommit	Made without Comment	YES	YES	Two-Thirds	NO
Calling the Question	Made without Comment	YES	NO	Two-Thirds	NO
Reconsidering a Vote	May only be made by a member who voted with the prevailing side	YES May be seconded by the either side	NO	Simple Majority	NO

## District Finance Committee By-laws

### Article I - Purposes

The District Finance Committee shall oversee all financial matters so as to provide guidance and advice to the District when and where money is needed to provide service work. These bylaws will allow continuity and a path to follow for future financial leaders of District 12.

The most common responsibilities of the District 12 Finance Committee are:

1. To actively seek help from any AA resource (from GSO to the individual alcoholic) when an issue arises and to keep District 12 informed.
2. To be the advisory committee to the District when and where money is an issue or fiscal policy needs to be updated.
3. To make recommendations to add, change or delete any type of fiscal policy if the need arises.
4. To draft the yearly budget for approval and make recommendation at mid-year if financial changes are needed.
5. Ensure that IRS filings have been completed with the legally required timeframe.

The finance committee authority does not extend to the disposition of budgeted funds within any committee.

### Article II - Scope

The District 12 Finance Committee will make themselves available to all officers, committee chairs (and their members), GSRs and any District 12 member to answer any questions and will consider any good idea pertaining to finance. The fiscal year will begin on January 1st. All financial books of District 12 will be open to all members.

### Article III- Members and Meetings

1. The District 12 Finance Committee shall be composed of a minimum of five members:
  - a. The District 12 Treasurer and the Assistant District Treasurer for Functions will be voted in by the District voting body every two years and their two (2) year plus three (3) week term will start on January 1st of every even year. They will be required to participate in finalizing the last report of their term with the new, incoming treasurers.
  - b. Two (2) Three (3) members will be nominated to serve for two years by the sitting District 12 Treasurer at mid-term (odd-year) beginning of the term (even year) so as to provide continuity. One (1) Member will be appointed at mid-term (odd year) to provide for some experienced in overlap. The District voting body (Assembly) will retain its reasonable checks and balances through its' judicious consideration and the power of "Instance of Approval" (1) upon the nomination(s). The nominees will not be a currently sitting officer or committee chair. and one

year must have passed if he or she has ever served on the finance committee. A current GSR or any District 12 member may be nominated as well as past District Treasurers and/or Assistant Treasurers.

(1) The District Assembly is at liberty to allow District Committee Chairmen to appoint assistant chairmen, treasurers and staffs of their committee. It may also allow and call for an Instance of Approval of any appointments at the time of notification of such appointments at the District Meeting. (Source: District 12 – NHAA Service Manual, Version (5.1) 04-06-2015; Charter Article 7, pp. 3 & 4).

## Article IV- Officers and Duties

### Officers

1. The District 12 Treasurer will chair the committee. A basic knowledge of parliamentary procedures is helpful.
2. The Vice Chair shall be elected by the members of the Finance Committee. A majority vote is needed.
3. A Recording Secretary shall be appointed by the chair. If this person is not an elected member, he or she may participate in a non-voting capacity.

### Duties of Officers and Members

1. The Chairperson shall preside over all District 12 Finance Committee meetings. He or she shall call all meeting and make sure that all members are notified of the time and place of such meetings. Regular meetings shall be announced at the preceding District meeting giving any AA member the opportunity to participate in a non-voting capacity. The Chairperson shall combine all treasurers' reports into one main report showing how each segment is doing. A complete general financial health statement is required.
2. A subcommittee that may be needed to resolve a financial issue shall be appointed by the chair. A nominee must be approved by a majority vote of the Finance Committee.
3. When a vote is needed, the Finance Chairperson may cast a vote only when his or her vote will break a tie, or his or her vote will create a tie. If a tie results (chairperson to vote last), the motion is defeated and cannot be reintroduced at the same meeting.
4. The duties of the Vice Chairperson are to assume the duties of the Chairperson when he or she is absent.
5. The duties of the Recording Secretary are to assist the presiding chairperson and to record the minutes of the Finance Committee Meeting.



## Article V - Amendments

Amendments to these by Laws may be submitted in writing (at least 30 days before a quarterly report) to the Finance Committee for consideration. This proposal, with recommendations if needed, shall be presented to the District voting body at the next quarterly report meeting. A 2/3"1 majority is needed for the amendment to pass.

## Article VI - Special or Emergency Meetings

The District 12 voting body, the Chairperson or any single member of the Finance Committee may call a special or emergency meeting. At least a 72 hours' notice shall be given to the Finance Committee members. They should do their best to inform all interested parties of time and place.

## Article VII – IRS Reporting requirements and Status

District 12, NHAA is a Tax-Exempt, not for profit, Social Welfare Organization under the Internal Revenue Code section 501(c)(4).

Reporting requirements for this status are as follows:

- Full names of the DCM, Alternate DCM, Secretary and District Treasurer must be filed with the IRS when any change in those positions occurs
- IRS Form 990-N must be filed annually. This is an E-Form and can be filed via the IRS web site. Filing is due on March 15 of each year.

## Article VIII – Transitional Responsibilities

The District Treasurer, unlike other officer positions, serves for a two year + one month term. The extra month provides for an orderly transition of reporting between treasurer terms.

Transitional duties include:

- Filing of IRS form 990-N for the prior year
- Assisting in the development of the monthly treasurer's report for December
- Assisting in the discussion of the budget package during the January assembly meeting
- Provide transitional account login information for banks and Internal Revenue Service.
- Transition signature authority to the new Treasurer and secondary signer

## District 12 Financial Policies Based on Traditions and Concepts

### 1) Inflows

- a) Contributions from groups or individuals in District 12 to the General Treasury.
- b) Direct contributions from members of District 12.
- c) Transfer from the Function Committee any proceeds exceeding the committee's designated prudent reserve into the General Treasury.
- d) 7th Tradition at each District Meeting and General Service Meetings to the General Treasury.
- e) Contributions received by sponsoring a special event such as a convention or conference to the General Treasury.

### 2) Outflows

- a) Accounts of expenditure are to follow the committee and officer responsibility structure of the District, plus other accounts and disclosures that are deemed appropriate by the DCM, Treasurer, and/or the entire Assembly.
- b) Special expenditures, which are not easily assigned to the organizational structure of the District, may occur from time to time but should be recommended by the Finance Committee and approved by the Assembly. All efforts should be made to allocate such expenditures within the responsibility of a committee or officer position in order to assign accountability for the expense.

### 3) Prudent Reserves

- a) General Treasury reserve will be set annually at six (6) months of operating budget based on the prior year's actual and final operating budget.
- b) Functions Committee reserve is set at \$2,500 and is adjusted after each event's funds are reconciled. When the balance is above \$2,500 that amount is transferred to the General Fund. When at year end, the balance is below \$2,500, a line item can be inserted into the District budget for the following year to bring the reserve back to the \$2,500 level.

## District Assembly Positions

### General Guidelines:

All candidates for elected District Assembly positions are expected to:

1. Be a member of District 12 / NHAA Area 43. A member of District 12 is considered a member of Alcoholics Anonymous and lives within District 12/ NHAA Area 43, or who regularly attends a home group located in District 12.
2. Appear in person before the District Assembly.
3. Be nominated by an A.A. member of District 12 or stand in nomination by volunteering.
4. Qualify before the District Assembly for the position they intend to serve.
5. Be absolutely prepared to actively serve throughout the full, two-year term of office.
6. Have read and fully understand the guidelines for the position they are seeking.
7. Familiarize themselves with the A.A. Service Manual, District Twelve Service Manual and the Guidelines for Participation in the District Assembly.
8. Be responsible for tracking their committees' budget and providing proof of expenditures, which is submitted to the Treasurer for reimbursement. Each elected position is given a yearly budget (see # 9 below). If more funds are needed a request to the Assembly must be submitted.
9. Must submit an annual written budget request to the Finance Committee for the annual budget process for committees that require funding for service activities.
10. Appoint an Assistant Chairman. This is strongly recommended by the District Assembly that each District Standing Committee Chairman appoint an Assistant Chairman.
11. Be responsible for the assigned email address for their district position and respond promptly to all emails.
12. Be responsible for maintaining all pertinent documents in their assigned Google Drive.
13. Submit in writing to the Chairman of the Assembly (Alternate DCM), if a member must step down from their position prior to the end of their term. The Assembly asks that their resignation be given in writing.
14. Attend the monthly District Assembly meetings. If an elected District Assembly member misses three consecutive District Assembly meetings without contact to a District officer, it will be assumed you have stepped down from the position.

## General Service Representative (GSR) and Alternate GSR

Description: Your group's voice and vote in the Assembly and Area.

### Responsibilities:

- Brings District information back to their home group.
- Brings group activities, concerns or feedback to the District.
- If the GSR is unable to attend the Assembly, the Alternate GSR can vote for their group.

### Suggested Qualifications:

- 2 years of continuous sobriety

### Expected to Attend:

- Monthly District Assembly Meeting
- Quarterly Area Assemblies (Pre-Conference, Post-Conference, Summer and Elections/Inventory)

### Other Pertinent Information:

- GSR - May Be the Most Important Job in AA pamphlet – P19
- AA Service Manual – pages S25-S30

## District Committee Member (DCM)

Description: The DCM is the primary channel between the District and the Area. The DCM also oversees all District activities.

### Responsibilities:

- Holds monthly Assembly Meetings with all GSR's, Committee Chairs, Officers and any AA members interested in the District.
- Reports District status at monthly Area Meetings as well as report back on Area activities.
- Remains in regular contact with LCM's and Committee Chairs on their functions and activities.
- Makes regular practice of attending group meetings to discuss the responsibilities of general service work.
- Informs GSR's and others about Conference activities.
- Acquaints GSR's with the AA service manual as well as the District 12 Service Manual.
- Promotes an atmosphere of cooperation, patience, tolerance, inclusiveness and courtesy in all District affairs.
- Provides verbal monthly reports as well as quarterly written reports.

### Suggested Qualifications:

- 5 years of continuous sobriety
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure
- Knowledge of Word, Google Groups and Google Drive is strongly encouraged

### Expected to Attend:

- Monthly District Assembly Meeting
- Monthly Area Assembly Meeting and Quarterly Assembly Meeting
- LCM Committee Meeting
- District Services Committee
- District Functions, Workshops & Forums and Alcathon
- NERAASA
- Area 43 Convention
- Additional committee meetings as required

## Alternate DCM

Description: Chairs the monthly District Assembly meetings and fills in for the DCM when necessary.

### Responsibilities:

- Chairs the District Assembly meetings. (See Parliamentary Authority pages 11-14)
- Serves as the DCM's Alternate.
- Sets and distributes (including hard copies of) the agenda for the District Assembly meetings.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 5 years of continuous sobriety
- Ability to smoothly conduct business meetings using Robert's Rules of Order
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure

### Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting
- LCM Committee Meeting
- District Functions, Workshops & Forums and Alcathon
- Occasional Area 43 Monthly Meetings and/or Quarterly Assemblies

### Other Pertinent Information:

- The DCM pamphlet (F-12)
- AA Service Manual - Chapter 3, Page S33

## Treasurer

Description: Maintains and reports on District finances and chairs the Finance committee.

### Responsibilities:

- Maintains financial records using Quickbooks and Excel or Google Sheets.
- Provides a monthly financial report.
- Files IRS Form 990-N.
- Holds the District Post Office Box key.
- Supervises the Assistant Treasurer.
- Appoints a Property Chair.
- Maintains a relationship with the District 12 insurance company.
- The District provides a Chromebook to be used for this position and it is their responsibility to care for it and will pass it along to the next Treasurer.

### Suggested Qualifications:

- 5 years of continuous sobriety
- Familiarity with accounting and bookkeeping practices
- Computer skills, particularly Quicken/Quickbooks, Excel, Word, Google Docs and Google Sheets

### Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting
- Holds Quarterly Finance Committee Meeting

### Committee Members:

- See Finance Committee By-Laws

### Other Pertinent Information:

- A.A. Group Treasurer pamphlet (F-96)
- A.A. Guidelines on Finance (MG-15)
- Self-Support: Where Money and Spirituality Mix pamphlet (F-3)

## *Property*

Description: Appointed by the District Treasurer to oversee and organize our property relations and our storage facility.

### Responsibilities:

- Maintains our storage facility, including tracking who has possession of the keys.
- Schedules and books meetings/events for the District as needed.
- Maintains our relationship and keeps up to date with all our properties, making sure rental payments are made in a timely manner.
- Maintains a relationship with the District 12 insurance company.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Have reliable transportation
- Good communication skills

### Expected to Attend:

- Monthly District Assembly Meeting
- Quarterly Finance Committee Meeting
- Open and close halls as necessary
- At least one Meeting and Every Event for properties which District Property Chair is involved

### Other Pertinent Information:

- Non - Voting



## Assistant Treasurer

Description: Responsible for the Functions, Workshops & Forums and Alcathon financial records under supervision of the Treasurer.

### Responsibilities:

- Maintains and reports finances for Functions, Workshops & Forums and Alcathon.
- Holds and maintains the electronic items: Tablet and Square.
- Oversees financial transactions at events.
- Works closely with committee chairs and provides financial guidance.
- Provides a written financial report and summary after each District event.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Time and ability to attend numerous events
- Experience managing finances
- Computer skills

### Expected to Attend:

- Monthly District Assembly Meeting
- Quarterly Finance Committee Meeting
- Functions, Workshops & Forums and Alcathon Committee Meetings

### Committee Members:

- See Finance Committee By-Laws

### Other Pertinent Information:

- A.A. Group Treasurer pamphlet (F-96)
- A.A. Guidelines on Finance (MG-15)
- Self-Support: Where Money and Spirituality Mix pamphlet (F-3)

## Secretary

Description: Record the monthly Assembly Minutes for the District.

### Responsibilities:

- Takes detailed Minutes of the Monthly Assembly and sends them out through the District Google Group in a timely manner.
- Provides hard copies of the Minutes each month at the Assembly.
- Helps formalize Motions made on the District floor.
- Adds new member emails to the District 12 Google Group. (nhaaD12Assembly@googlegroups.com)
- Saves all pertinent documents onto the Secretary's Google Drive.
- The District provides a Chromebook to be used for this position and it is their responsibility to care for it and will pass it along to the next Secretary.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups and Google Drive is strongly encouraged

### Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting

## Local Committee Member (LCM)

Description: Information channel between District 12 groups and the DCM, under oversight and guidance of the DCM.

### Responsibilities:

- Four (4) LCM's are elected by the Assembly and are District Officers.
- Each LCM is responsible for interaction with their specific groups which are maintained by the LCM Chair who is elected by fellow LCM's.
- LCM Chair should pass information on to Registrar.
- Provides information related to difficulties/concerns individual groups express related to AA Guidelines, Traditions and Concepts.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure
- Good communication skills

### Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting
- Holds Monthly LCM Committee Meeting

### Committee Members:

- 4 LCM's
- DCM
- Alternate DCM

## Registrar

Description: Maintains an updated list of all District groups, officers, committee chairs and GSR/Alt GSR information. Responsible for updating, printing and distributing the District meeting list.

### Responsibilities:

- Maintains and updates all group information for the District 12 meeting list.
- Passes all updated information along to the Area Registrar (done on the area website).
- Keeps track of all District Officers, Committee Chairs and GSRs for the District as well as the Area (Area sends all info along to GSO).
- Updates the District meeting list and is responsible for the printing of the meeting list, which should be done quarterly.
- Provides all new GSRs with the GSO packet (if available) and introduces them to the LCMs.
- The District provides a Chromebook to be used for this position and it is their responsibility to care for it and will pass it along to the next Registrar.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Excel, Google Docs, Google Sheets and Google Slides
- Ability to navigate websites and data entry

### Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting

## Alcathon

Description: Carry out the annual District 12 Christmas Alcathon.

### Responsibilities:

- Coordinates and manages the 24-hour event – 6:00pm Christmas Eve to 6:00pm Christmas Day.
- Works with Property to rent a location.
- Works with the Assistant Treasurer for all purchases and payments.
- Works with Publishing for flyers (optional).
- Alcathon has a separate bank account that is managed by the Assistant Treasurer with a maximum balance of \$2,500.00.
- Helps facilitate the time slot drawing at the October District meeting and passes this information along to the Technology Chair or Webmaster to be posted on the District Website.
- Following the October time slot drawings, if there are not enough groups to fill all time slots the chair has the authority to fill open times with sober volunteers or other AA groups.
- Raffle: Runs the length of the event.
- Food: Main dinner items, breakfast items, beverages (coffee, water, soda, etc) – coordinate individual and group donations of food to supplement the meals and snacks.
- Organizes garbage removal or coordinates with the property manager to pay extra \$50.00 to use church dumpster.
- Starts prepping food, cleaning and setting up the Alcathon on the 23<sup>rd</sup>.

### Suggested Qualifications:

- 3 years of continuous sobriety

### Expected to Attend:

- Monthly District Assembly Meeting
- Holds Monthly Alcathon Committee Meeting starting in July or August (more can be held if the chair chooses)

### Committee Members:

- Sub-committees: Assistant Chair, Raffle, Food, Entertainment, Santa, Rentals, Set Up, Clean Up, Transportation
- 20-40 other AA members to assist throughout the scope of the entire event
- Assistant Treasurer
- Alt DCM

## Corrections

Description: Oversees, organizes and coordinates bringing meetings and literature into correctional facilities.

### Responsibilities:

- Corresponds with contact personnel for correctional facilities.
- Remains in contact with the Area Corrections Chair.
- Finds people in the District to attend and facilitate meetings.
- Keeps a working schedule of AA meetings going into Hillsborough County Dept of Corrections (HCDOC).
- Dispenses literature to HCDOC as needed.
- Works closely with Treatment Chair for Bridging the Gap.
- Educates correctional facilities on the AA Pen Pal system.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure
- Good communication skills

### Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 Corrections Meeting (at the discretion of the Area 43 Corrections Chair)
- Holds Monthly Corrections Committee Meeting

### Committee Members:

- Any AA members, as many as the chair chooses

### Other Pertinent Information:

- AA Guidelines on Corrections Committees (MG-06)
- Carrying the Message into Correctional Facilities pamphlet (F-5)
- A Message to Correctional Facilities Administrators pamphlet (P-20)
- AA in Correctional Facilities pamphlet (P-26)
- Bridging the Gap pamphlet (P-49)
- Corrections Committee Kit (M-45)

## District Services

Description: The ways and means committee for District 12 operations and preserves the service manual.

### Responsibilities:

- “Ways and means” of District 12, which is to handle operations of the Assembly.
- Maintains the District 12 service manual, including revisions and updates.
- The committee will be requested to explore proposals or resolutions to specific problems, under the directive of the Assembly.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of AA’s Structure, 12 Traditions, 12 Concepts and Service Structure

### Expected to Attend:

- Monthly District Assembly Meeting
- Hold a monthly committee meeting

### Committee Members:

- DCM
- Alt DCM
- Treasurer
- Secretary
- Registrar
- LCM’s
- Two or more GSR’s
- Any other AA members
- Subcommittee Chairman for Revisions Committee

## Functions

Description: To promote an atmosphere of fellowship within the AA community and serve as a fundraiser for the District.

### Responsibilities:

- Puts on District events to promote social activities and fun in sobriety.
- Recommended annual events: Spring Fling, Summer Outing, Fall Dinner Dance and New Year's Eve.
- Other events: Up to the discretion of the chair.
- Forms a committee of other AA members to assist in the planning and execution of the various District events.
- Works with the Assistant Treasurer for all purchases and payments.
- Functions has a separate bank account that is managed by the Assistant Treasurer, with a balance of \$2,500.00.
- Works with the Property Chair to rent locations and usage of the District storage unit.
- Works with Publishing Chair to coordinate flyers and event tickets (optional).
- Works with the DCM if the District is hosting a quarterly Area assembly.
- Provides written reports on each event to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Ability to multitask and coordinate people and tasks

### Expected to Attend:

- Monthly District Assembly Meeting
- Holds planning meeting for each event
- All functions events held

### Committee Members:

- 10-25 AA members to help plan and execute the event
- Assistant Treasurer
- Property
- DCM



## Grapevine and Literature

Description: Display and sell AA Grapevine as well as other AA approved literature

### Responsibilities:

- Sets up a display table at various District 12 Events.
- Makes regular trips to Service Office to replenish inventory.
- Keeps track of new literature offerings.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Working knowledge of the 12 Traditions

### Expected to Attend:

- Monthly District Assembly Meeting
  - District functions, workshops & forum and other events when requested
- 

## Hotline

Description: Maintain and grow the District 12 volunteer list for the Area 43 Hotline

### Responsibilities:

- Works with Area Hotline Chair and Wagner Communications to ensure volunteer list is up to date and accurate.
- Reviews daily Wagner Communication correspondence to ensure effective Hotline response to callers.
- Serves as a conduit to share pertinent Hotline information between the Area and District 12 groups.
- Educates District 12 members about the relevance of the Hotline, qualifications to volunteer, how to sign up and safely respond to Hotline callers.
- Provides quarterly written report to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Excel, Google Groups, Google Drive
- Working knowledge of the 12 Traditions

### Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 Hotline Meeting (at the discretion of Area 43 Chair)

## Public Information & Cooperation with Professional Community (PI/CPC)

Description: Liaison or contact person between District 12 and multiple outside agencies.

### Responsibilities:

- Communicate with or assist: Schools, Lawyers, Judges, Hospitals, Doctors, Churches, Police, Newspapers, Radio, Television, Recovery Centers and others.
- Distribute information to them that explains what AA IS and ISN'T, cooperation without affiliation.
- Chair can approach or wait to receive requests for information.
- Put together group of District volunteers to speak at various events (if requested).
- Stay in regular contact with Area 43 PI/CPC Chair.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure.
- Good communication skills

### Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 PI/CPC Meeting (at the discretion of Area 43 PI/CPC Chair)
- Holds Monthly PI/CPC Committee Meeting

### Committee Members:

- Any AA members, as many as the chair chooses

### Other Pertinent Information:

- Public Information Committee kit (M-27)
- Cooperation with Professional Community kit (M-41)

## Publishing

Description: Involved in the process of creating, publication, printing and distribution of District printed materials.

### Responsibilities:

- Creates flyers for committees (any printing costs are paid by the requesting committee).
- Creates any other type of documents on behalf of District 12 when requested.
- Works with Technology to ensure new flyers are on the District website.
- Submits drafts to appropriate persons for approval of design, format and content for approval.
- Maintains all record of published materials in the Google Drive for future reference.
- Stay in close contact with the Functions, Workshops & Forums and Alcathon Chairs to assist with event flyers (if needed).
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of computers and digital designing
- Strong background of 12 Traditions and 12 Concepts

### Expected to Attend:

- Monthly District Assembly Meeting

## Record & Archives

Description: Document and store all materials pertinent to District 12, past and present.

### Responsibilities:

- Tracks the history of District 12.
- Maintains the R&A items that are stored in the District 12 storage unit.
- Transfers all possible material to digital form for cloud storage.
- Hold and maintains the electronic item, document scanner.
- Stays in contact with the Area Archivist.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups, Google Drive and scanner equipment is strongly encouraged

### Expected to Attend:

- Monthly District Assembly Meeting
- 

## Search

Description: Actively reach out to AA members to fill open District positions.

### Responsibilities:

- Educates AA members on positions within the District.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Good communication and interpersonal skills
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure

### Expected to Attend:

- Monthly District Assembly Meeting

## Technology

Description: Manages and maintains District hardware and software.

### Responsibilities:

- Manages District e-mail, website and other software functions.
- Manages District hardware including any audiovisual equipment, Chromebook, etc.
- Brings AV equipment from storage to destination and returns equipment after.
- Assists other committees in their technology needs.
- Appoints a Webmaster.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Technological aptitude and experience

### Expected to Attend:

- Monthly District Assembly Meeting
- Holds Monthly Technology Committee Meeting

### Other Pertinent Information:

- A.A. Guidelines – Internet (MG-18)
- 

## *Webmaster*

Description: Manages the District website, is appointed by the Technology Chair.

### Responsibilities:

- Maintains and improves the District website.
- Co-ordinates with other committees on announcements, web forms, etc.
- Member of the Technology Committee.

### Suggested Qualifications:

- Computer skills
- Website experience preferably Wordpress

### Expected to Attend:

- Monthly District Assembly Meeting
- Monthly Technology Committee Meeting

### Other Pertinent Information:

- Non-Voting

## Treatment

Description: Ensure that the message of AA is carried to treatment and related facilities in District 12.

### Responsibilities:

- Makes contact with directors or managers of treatment and related facilities to determine needs (commitments, literature, Bridging the Gap information, etc.)
- Supplies meeting lists and AA literature to facilities and IOP's as needed.
- Keeps a schedule of District 12 commitments to facilities and ensures they are met.
- Recruits groups to fill gaps in commitment schedule.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of AA's Structure, 12 Traditions, 12 Concepts and Service Structure
- Good communication skills

### Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 Treatment Meeting (at the discretion of the Area 43 Treatment Chair)
- Holds a Monthly Treatment Committee Meeting

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## Voice Within Newsletter

Description: Creates and publishes the District 12 Newsletter "The Voice Within".

### Responsibilities:

- Creates and distributes the Newsletter to the District Assembly, suggested bimonthly (6 issues a year).
- Saves all pertinent documents and publications onto the Newsletter's Google Drive.
- Uses submitted works from District members, the AA Grapevine, AA.org.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups and Google Drive is strongly encouraged
- Working knowledge of the 12 Traditions and 12 Concepts

### Expected to Attend:

- Monthly District Assembly Meeting

## Workshops & Forums

Description: Produce workshops and other AA educational events in District 12.

### Responsibilities:

- Holds various events for the District that are informative and fun.
- Works with the Property Chair to rent various locations, making sure not to schedule an event which would conflict with other groups, Districts and/or Area events.
- Saves all pertinent documents and publications onto the Workshops & Forums Google Drive.
- Provides written quarterly reports to the District Assembly.

### Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups and Google Drive is strongly encouraged
- Working knowledge of the 12 Traditions and 12 Concepts

### Expected to Attend:

- Monthly District Assembly Meeting

### Committee Members:

- Any AA Members, as many as the chair chooses
- 

## Coffee Maker

Description: Makes coffee for the monthly District Assembly meetings - One of the most important positions in our assembly!

### Responsibilities:

- Opens the District meeting hall (have the responsibility of having a hall key).
- Sets up coffee and supplies and breaks them down after the meeting ends.
- Keeps inventory of supplies replenish supplies, purchase cake for meeting.

### Suggested Qualifications:

- 6 months of continuous sobriety

### Expected to Attend:

- Monthly District Assembly Meeting

## Ad Hoc Committees

District 12 utilizes Ad Hoc or Special Committees that are voted in by the Assembly. These are temporary and used to address a specific issue that does not fall under the assignment of an existing standing committee.

## Reference Material

It is strongly recommended that all District Assembly Members review and familiarize themselves with the following materials and attend any workshops, forums, sharing sessions, conferences or events, District or otherwise, that are offered for their benefit.

- The A.A. Service Manual
- The Twelve Steps of A.A.
- The Twelve Traditions of A.A.
- The Twelve Concepts for World Service
- The Three Legacies of A.A. as described in “A.A. Comes of Age”
- A.A. Guidelines
- Conference Approved Books and Pamphlets of Alcoholics Anonymous
- The District Twelve Service Manual

## District 12 AA Email Addresses

District Committee Member (DCM)	nhDistrict12dcm@gmail.com
Alternate DCM	District12altdcm@gmail.com
Treasurer	District12treasurer@gmail.com
Property	District12propertyMgt@gmail.com
Assistant Treasurer	District12assttreasurer@gmail.com
Secretary	District12secretary@gmail.com
Local Committee Member (LCM)-West	District12lcmwest@gmail.com
Local Committee Member (LCM)-East	District12lcmeast@gmail.com



Local Committee Member (LCM)-North	District12lcmnorth@gmail.com
Local Committee Member (LCM)-South	District12lcmsouth@gmail.com
Registrar	District12registrar@gmail.com
Alcathon	District12alcathon@gmail.com
Corrections	District12corrections@gmail.com
District Services	District12DistrictServices@gmail.com
Functions	District12functions@gmail.com
Grapevine & Literature	District12grapevine@gmail.com
Hotline	District12hotline@gmail.com
PI/CPC	District12picpc@gmail.com
Publishing	District12publishing@gmail.com
Records	District12records@gmail.com
Archivist	District12archivist@gmail.com
Search	District12SearchCom@gmail.com
Technology	District12technology@gmail.com
Webmaster	District12webmaster@gmail.com
Treatment	District12treatment@gmail.com
Voice Within Newsletter	voicewithinnews@gmail.com
Workshops & Forums	District12workshops@gmail.com
To request publication of an Announcement	District12announcements@gmail.com
Special Events	District12events@gmail.com
The D12 Buzzz	D12buzzz@gmail.com
Box 3814 Magazine	box3814@gmail.com
NH Area Service Office	office@nhaa.net