

# Open Positions

<https://www.district12nhaa.org/service-tools/district-assembly-materials/district-12-service-manual/>

## SEARCH

- Description: Actively reaches out to A.A. members to fill open District 12 positions.
- Responsibilities:
  - Informs A.A. members in positions within the District.
  - Provides written monthly reports to the District Assembly.
- Suggested Qualifications:
  - 3 years of continuous sobriety
  - Good communication and interpersonal skill
  - Strong background of A.A.'s Structure, Twelve Traditions, and Twelve Concepts
- Expected to Attend: Monthly District Assembly Meeting

## HELPLINE

- Description: Ensures the smooth operation of the Area 43 A.A. Helpline in District 12.
- Responsibilities:
  - Collaborates with the Area Helpline Chair to maintain the state-wide volunteer list and be informed about how the TeleDirect answering service works.
  - Confirms that all 12-step calls originating in District 12 are answered in a timely manner.
  - Informs District 12 members about the relevance of the Helpline, qualifications to volunteer, how to sign up and safely respond to Helpline callers.
  - Provide monthly written reports to the District Assembly.
- Suggested Qualifications:
  - 3 years of continuous sobriety (suggested)
  - Working knowledge of the 12 Traditions and 12 Concepts
- Expected to Attend:
  - Monthly District Assembly Meeting
  - Area 43 Monthly Helpline Committee Meeting

## **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 A.A. Grapevine, AA.org.
  - Provide monthly written reports to the District Assembly.
- Suggested Qualifications:
  - 3 years of continuous sobriety (suggested)
  - Knowledge of Word, Google Groups, Google Docs, and Google Drive is strongly encouraged
  - Working knowledge of the 12 Traditions and 12 Concepts
- Expected to Attend:
  - Monthly District Assembly Meeting

## **YOUNG PEOPLE'S LIAISON**

- Description: Support for Young People of A.A. groups in District 12 and an information channel between District 12 YP groups, District 12 Assembly, and Area 43 YP Committee.
- Responsibilities:
  - Collaborates with the Area 43 Young People Committee Chair
  - Responsible for interaction with District 12 Young People groups
  - Acts as a channel of information between Young People groups, District 12 Assembly, and Area 43 Young People Committee
  - Participates in outreach and events designed to express the importance of service to Young People in Area 43 and increase participation at the District and Area levels
- Suggested Qualifications:
  - 3 years of continuous sobriety
  - Experience in YP Service
  - Strong background of A.A.’s Structure, Twelve Traditions, Twelve Concepts, and Service Structure
  - Good communication skills
- Expected to Attend:
  - Monthly District 12 Assembly Meeting
  - Area 43 YP Committee Events/Service Workshops where possible

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

- Description: Liaison or contact person between District 12 and multiple outside agencies.
- Responsibilities:
  - Distributes information to them that explains what A.A. IS and ISN'T, cooperation without affiliation.
  - Communicates with or assists: Schools, Lawyers, Judges, Hospitals, Libraries, Doctors, Churches, Police, Newspapers, Radio, Television, Recovery Centers and others.
  - Chair can approach or wait to receive requests for information.
  - Puts together a group of District volunteers to speak at various events (if requested).
  - Keeps in regular contact with Area 43 PI/CPC Chair.
  - Provides written monthly reports to the District Assembly.
- Suggested Qualifications:
  - 3 years of continuous sobriety
  - Strong background of the A.A. Structure, Twelve Traditions, Twelve 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 A.A. members, as many as the Chair chooses

## **TREATMENT**

- Description: Ensure that the message of A.A. is carried to treatment and related facilities in District 12.
- Responsibilities:
  - Collaborates with directors or managers of treatment and related facilities to determine needs (commitments, literature, Bridging the Gap information, etc.)
  - Supplies meeting lists and A.A. 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 monthly reports to the District Assembly.
- Suggested Qualifications:
  - 3 years of continuous sobriety
  - Good communication and interpersonal skill
  - Strong background of A.A.'s Structure, Twelve Traditions, and Twelve Concepts
- 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

For more information contact;

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