

DCM Summary & Quick References

Updated April 2018

Snapshot of Role in Upside Triangle

The heart of A.A. is the group, which elects a general service representative (G.S.R.). The G.S.R. attends district meetings that are made up of the groups in that district. The G.S.R.s elect a district committee member chair (D.C.M.C.). The D.C.M.C. is the vital link between the group's G.S.R., and the area service structure, including the area's delegate to the General Service Conference. **Larger districts, such as ours, are divided into sub-districts. Each sub-district is represented by you, the district committee member (D.C.M.).**

Area Meetings

- Attendance
 - Attend as many Area Meetings as your schedule allows.
 - If you are unable to attend, ask a subcommittee member to report back
 - Attend [DCM School](#) at least 1x at an Area meeting
 - DCM School generally meets from 10:15AM to 11:30AM during Area Business Meetings.
 - If you are planning to attend for just this portion, please double check the agenda to confirm the time.
- Information about Area Meetings
 - [2018 Calendar](#) - Locations posted on the [Area 9 Events](#) page once they are known.
 - As DCMs you can vote at both Area Service Committees (ASC) and Area Service (ASA) Assemblies, as long as you have attended at least 1 previous Area meeting.
 - No requirement to vote at the first January Assembly following the election of a new area delegate and panel.
 - As DCM, if you are unable to attend the second ASC, you should ask someone in your subdistrict to vote on your behalf.
 - GSRs in good standing can vote at ASAs (Assemblies)

District 6 DCMs

Suggestions/ideas on actions you can take as DCM

- Service Sponsor – Super helpful - if you do not have one, strongly encourage it!
- Service Manual - Bring your Service Manual to District Meetings and encourage GSRs in your subdistrict to do the same
- DCM Kit
 - Familiarize yourself with the contents.
 - If you have not received one, please let me know. In the meantime, you can reference all of the items in the kit digitally (links below).
- New GSRs
 - Greet new GSRs in your sub district at the end of GSR School each month (approximately 6:55PM) and walk them over to the appropriate table for the meeting.
 - Introduce them to other GSRs in your sub-district
 - GSR Intro worksheet – Consider sending them an Intro to GSR summary
 - A few days after their first few district meetings, or length of time you think appropriate, follow-up with them via a phone call. It's more personal.

- **Get to know the GSRs in your subdistrict**

- Introduce yourself to the GSRs in your group and get to know them
 - Add GSR contact information to your contacts (phone) or take it down by hand
 - Make yourself available to them and encourage them to reach out with questions.
- What meetings do they represent? What is the meeting's attitude toward General Service?
 - Can you help them craft an interesting and appropriate GSR Report?
 - Point to the GSR Sample report to get started, as well.
 - Can you visit their meeting for a GSR report to show support?
- Service Sponsors - Encourage them to get Service Sponsors (see pg 25 in Q&A on Sponsorship pamphlet)
- Area 9 GSR School – Encourage GSRs to attend 'GSR School' at Area ASCs and Assemblies

- **Regular Communication with GSRs**

- Send out either text or email reminders before area and district meetings, as well as different workshops, etc.
 - Include GSRs that are not showing up regularly at district meetings, unless of course they ask you do not contact them)
 - Area Calendar notes listed in below section
 - If GSRs need rides to meetings or workshops, ask around or send an email to the Board
 - Try not to let a ride prevent someone from attending an event
- GSRs missing meetings
 - If there is a GSR that has missed a few meetings in a row, give them a call. See how they are doing, first as an alcoholic, but also as a GSR. Let them know they are important and matter to the group.

- **Interaction at District Meetings**

- Make sure you have room for all GSRs in your subdistrict at District tables to ensure that you can sit together as a group
 - If you need two tables, let the board know and we will make sure this is coordinated during setup
- GSRs Role & Importance of Area meetings
 - Regularly explain the role of the GSR and walk through the upside-down triangle
 - Once the GSRs become familiar, you may ask one of the GSRs to explain to this to the group (suggestion only)
 - Emphasize the importance of Area Meeting Attendance and explain attendance is how their group's voice is carried
- Facilitate Round Table discussions – See suggestions in [Conducting a Sharing Session](#) one-sheeter
 - Encourage participation from all
 - Consider asking all people share 1x before people share 2x
 - Limit shares to a specific time give the time allocated for the round table and the number of people participating
- Help conduct District Inventory informally and formally
 - Informally, share GSR feedback with the Board and body to help us better serve
 - Formally, when we conduct a formal District Inventory, help collect information, summarize, and communicate feedback from your subcommittee (more details available when happening)
- Encourage GSRs to share their successes and challenges
- Tradition and Concept Presentation - Organize and Support your subcommittee presentations at the District

□ Review the Area Meeting schedule and explain ASCs and Assemblies.

Key notes about the calendar:

- 1 Area function per month (this can occasionally vary)
 - Combination of Assemblies, ASCs, and Service Workshops
 - Business is covered during ASCs and Assemblies
 - Committees meet at all ASCs and Assemblies
 - ASCs and Assemblies
 - Two ASCs, then an Assembly is the normal pattern
 - First ASC
 - Activity: Motions made, clarifying questions addressed
 - Months: February, June, October
 - Second ASC
 - Activity:
 - Motions from First ASC read and discussed
 - Vote Yes or No to pass the motion on to the Assembly to be voted on by the entire Body (GSRs)
 - Voting Participation: District & Area Officers
 - Months: March, August, December
 - Assembly
 - Activity: Motions made, seconded, discussed, and voted on
 - Voting
 - Entire body votes (including, importantly, GSRs) and decisions made
 - Members in “Good Standing” can vote – This means member who attended at least one Assembly or ASC meeting within the prior 12 month period.
 - [Area Guidelines](#) for full details or ask if you need clarification
 - Months: January, May, September
 - Three annual service workshops that anyone can attend (generally round tables)
 - Pre-Conference Workshop (April)
 - Important to attend and carry your group’s voice. This is the event where the Delegate gathers Area feedback to take to the Conference and vote on behalf of our Area (Area 9)
 - FORO (July)
 - Servathon (November)
- Work with your group to try and rally unrepresented meetings
- Regularly communicate with the Registrar to maintain an updated list of meetings of unrepresented meetings in your subdistrict
 - Divide and conquer approach within your subdistrict to reach out to unrepresented meetings
 - Provide suggestions to GSRs on how best to visit these groups and make an appropriate announcement
 - For example, check with the Secretary for permission to make announcement, keep it short, make yourself available after meeting to answer any questions, talk about it as an opportunity to participate (vs. negative portrayal that they are not doing it), be passionate.
 - Encourage GSRs to share success stories and challenges
 - See pg 19 in Area 8 DCM Manual for a sample letter to meetings without GSRs

- Encourage your Subdistricts to fill out a [Group History Form](#) and submit it to the Archives (if they have not already)
 - See District Archives chair for questions, etc.
- Visit the [Area Website](#) and familiarize yourself with the content
 - Check out the Events section (both the [Area 9 Events](#) and [Related](#))
 - Archives - Good section and you can find many interesting and useful things from the past
- Reach out to anyone on the Board with questions or if you need help
 - Board is here to help YOU. Let us know what you need.

Useful References

- [Area 8 DCM Manual](#)
Wonderful outline of suggestions, responsibilities, diagrams, etc.
- [DCM Roundtable Notes - PRAASA 2018](#)

Literature from GSO

- [DCM Kit Materials](#)
A full list of items that come with the DCM kit. Digital versions available.
- [Is Your Group Linked to A.A. as a Whole?](#) – SMF 104
This is something that you should read and should encourage your GSRs to read. Touches on the point of GSRs, District and GSO and why groups care.
- [Your DCM – F-12](#)
One-sheeter on DCM highlights
- [SHARING FROM D.C.M.S TO A NEW D.C.M. - SM F-174](#)
Useful information and suggestions for DCMs. Good for grounding information and ideas, tips, experiences on how to be an effective DCM.
- [How to Conduct a Sharing Session – SMF-111](#)
Less than a page. Useful suggestions for leading roundtables, etc.
- [Understanding the Fellowship and its Service Agencies](#) – P18
A good pamphlet for all of us to read. Perhaps ask your GSRs to read this in a given month and you can briefly discuss at the next month's round table, for example
- [Concepts Checklist – SMF-91](#)
Similar to the traditions checklist. Going through this helped me understand the concepts and better articulate how to apply in relation to the Group.

Notes: