

The DCMC, the DCM, and Alternates

In AA our job is to deliver the message to the suffering alcoholic. To support this effort the fellowship has developed the General Service structure. To be effective, the General Service structure has to be staffed and maintained by action people. The greatest numbers of these key members are found at the District and Subdistrict levels.

These Action people – who are responsible for preserving the strength and effectiveness of the local General Service structure – are the DCMC (District leaders), DCMs, and their alternatives. (*The Spanish speaking districts designate district leaders as DCMs. The suggested duties listed under DCMC may be used in Spanish-speaking districts by DCMs.*)

If you are a DCMC, DCM, or Alternative you have a unique opportunity to make a major contribution to Alcoholics Anonymous through your work. You are a “Pioneer” to deliver the message of General Service to the Groups just like the Pioneers in early Alcoholics Anonymous delivered the message of recovery to the suffering alcoholic.

Some of the essential things that only you are in the best position to do are:

- Help Groups to understand the role of General Service.
- Help Groups to exercise their voice in Alcoholics Anonymous.
- Help groups realize the need for a GSR
- Encourage Groups to elect and support a GSR
- Help GSRs learn about General Service.

AS a DCMC, DCM, or Alternative your role in Alcoholics Anonymous is essential to the continuing success of the program. The more active you are, the more effective your District will be.

DUTIES – What are they, and what are the steps and goals of your job. To help answer these questions we collected lists of DCMC, DCM and Alternative duties from a number of sources.

- The A.A. Service Manual”
- “Your DCM” Pamphlet
- M.S.C.A. Guidelines
- M.S.C.A. Suggested District Guidelines
- District Guidelines
- Local Literature

There were over 100 *different* duties in the documents that were reviewed for DCMC, DCM, and Alternatives. Many more duties could be added to the lists from Alternatives of the Districts in the General Service Conference.

The answer to what the exact DCMC, DCM and Alternative duties should be lies somewhere between the basic tasks cited in the Introduction to this pamphlet and the collection of duties shown further down. Since all Districts are different, it was difficult to specify exactly what all of these trusted servants should do. However, some duties are basic to all Districts.

It was felt that the best thing to do was to suggest a few basic duties noted in General Guidelines to you. For a more complete list of duties, refer to Specific Guidelines section. If your District has published District Guidelines, read them carefully. Request help from your service sponsor and other District personnel with General Service experience. Learn the duties needed to best accomplish the mission of your District job.

It is important to have a good understanding of what you are supposed to do in your position of responsibility. The exercise described above will help you gain this knowledge and assist you in making your contribution to General Service. The only duty left for you to do is update your District duties in order to give your replacement a head start on the job.

GENERAL GUIDELINES

These are selected, suggested duties. Others may be applicable to your District.

DCMC

- Maintain an effective service structure throughout the District.
- Carry the collective Group Conscience of the A.A. Groups in the District to the Area Service Committee.
- Maintain active communications between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York.
- Hold regular meetings of all GSRs in the District.
- Establish a training program to make sure that GSRs and other District General Service personnel are acquainted with, "The Alcoholics Anonymous service Manual," the "Twelve Concepts for World Service," the GSO Bulletin "Box 459," workbooks and guidelines from GSO and any other Service material including the "Twelve Traditions."
- Keep GSRs informed about Conference activities.
- Visit Groups in the District that do not have GSRs, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR.
- Bring Traditions problems to the attention of the Delegate.
- Assist GSRs District officers and Standing committee Chairs with their duties as needed.
- Encourage and assist the Alternate DCMCs, DCMs, and Alternative DCMs and standing committee chairs to develop leadership, knowledge, experience and love of General Service work.
- In cooperation with the District Treasurer prepare the annual District budget.

Alternate DCMC

- Act for the DCMC when necessary.
- Assist the DCMC to maintain an effective service structure throughout the District.
- Assist, support and participate in service responsibilities as needed.
- Be eligible to stand for Area office.

DCM

- Maintain a link of communications between the Groups in the Sub-districts and the whole District.
- Work toward full representation of all the Groups in the sub-district at all District Committee meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de MSCA.
- Call GSRs prior to the District Committee meetings and encourage them to attend. Advise them of the date and time of the next District Committee meeting and the next MSCA meeting.
- Conduct DCM/GSR Sub-districts meetings during the monthly District Committee meeting and discuss pending Area business and Group problems; give a report to the District on the Sub-districts meeting.
- Visit Groups in the Sub-districts that are experiencing problems at the request of their GSR.
- Encourage GSRs to develop leadership, knowledge, experience and love of General Service.
- Visit Groups in the Sub-districts that do not have GSRs explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR.

Alternate DCM

- Act for the DCM when necessary.
- Assist the DCM to maintain an effective service structure in their Sub-districts.
- Act as a full voting member of the Area Service Committee in the absence of the DCM.

SPECIFIC GUIDELINES

DCMC Duties =====

District Leadership

1. Regularly attend all District meetings and Area Assemblies. (1)
2. Carry the collective Group Conscience of the Alcoholics Anonymous Groups in the District to the Area Committee. (4,6)
3. Serve as a member of the Area Service Committee. (2,3)
4. Responsible for maintaining an effective service structure throughout the District. (3)
5. Maintain active contact with both the Groups in the District and the Area Delegate. (4,6)
6. Ensure communications between the Area Service Committee and the District. (3)
7. Hold regular meetings of all GSRs in the District. (1,3,4,5)
8. Regularly keep in touch with the Alternate DCMC and the Delegate. (1)
9. Visit Groups in the District that do not have GSRs, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR. (5)
10. Visit Groups that request information on General Service, the A.A. service structure, application of the Traditions or any other question the Group desires information on. (5)
11. Attend all meetings of the District Committee and the District Steering Committee. (5)
12. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, the Foro de MSCA, the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and the Regional Forum. Events requiring lengthy travel may be attended if District Funds permit. (5)
13. Participate as a member of the District Steering Committee, the Area Service Committee and the Assembly. (5)
14. Chair the District Committee meeting and the District Steering Committee meeting. (5)

Communication

1. Keep GSRs informed about Conference activities. (1,4,6)
2. Set up opportunities for the Delegate's Conference Report, occasionally making the conference report if the Delegate cannot be present; and inviting the Delegate to regular District meetings. (1)
3. Help the Conference Delegate cover the Area which would be impossible for the Delegate to do on a Group-by Group basis. (1)
4. Send District meeting minutes to District officers, Delegate Alternate Delegate, Area Standing Committee Chairs; and exchange them with other Districts. (1)
5. Collect, reproduce and distribute General Service material to the GSRs. (6)
6. Maintain active communications between the District and the MSCA Delegate, the Area Service Committee, and the General Service Office in New York. (5)

Coordination

1. Receive reports from the Groups through GSRs and through frequent personal contacts with Groups in the District. (1)
2. Encourage GSRs to bring new Alcoholics Anonymous members to service events. (1)
3. Assist GSRs, District officers, and Standing Committee Chairs with their duties as needed. (6)

Training

1. Ensure that GSRs and other District General Service personnel are acquainted with, "The Alcoholics Anonymous Service Manual" and "Box 4-5-9." (1,4,6)
2. Ensure that GSRs and other District General Service personnel are acquainted with the "Twelve Concepts for World Service," workbooks and Guidelines from GSO, and other service material. (1)
3. Keep groups informed about Conference-approved books and pamphlets. (1)
4. Hold sharing sessions on any service subject. (4,6)
5. Make a regular practice of talking to Groups (new and old) on the responsibilities of General Service work. (1,4,6)
6. Help GSRs to make interesting reports to groups. (1)
7. Attend all possible conferences and conventions to get ideas. (1)
8. Whenever possible attend all Area and Pacific Regional events. (6)

9. Service sponsor District GSRs by continuing their study of the "Twelve Traditions," the "twelve concepts for World Service," "The Alcoholics Anonymous Group" pamphlet, "The Alcoholics Anonymous Service Manual," "Box 4-5-9" and other General Service material. (5)
10. Encourage and assist DCMs and Standing Committee Chairs to develop leadership, knowledge, experience and love of General Service work. (5)
11. Service sponsor replacement to ensure orderly transfer of responsibilities. (5)

Administration

1. Assist the Delegate in obtaining Group Information in time to meet the deadline for the "Western Directory." (1,4,6)
2. Prepare timely notices of Area meetings and special District meetings for addressing and mailing as required. (5)
3. Prepare agenda for and conduct the District Committee meeting. (6)
4. Final responsibility to appoint, elect, or act as District Registrar, and a member of the Area Registration Committee. (3)
5. Maintain custody of keys to the District meeting room, Post Office box and District locker. (5)
6. Submit a verified and updated "List of Eligible Voters: in the District to the Area Chair at the last Area Service Committee meeting preceding the Election Assembly. (5)
7. Maintain responsibility for the following District Election tasks:
 - Conduct the bi-annual District Election and any other District elections. (5)
 - Form and Chair the District Election Committee for the District Election and other District elections as required. (5)
 - Include the Alternate DCMC, Secretary and District Registrar as members of the District Election Committee. (5)
 - Chair the election proceedings on the day of the election. (5)
 - Ensure that the results of the District Election are distributed to the District and MSCA Area, and that any reports required are promptly sent. (5)

Financial

1. Hold workshops on carrying the message of the Seventh Tradition to non-supporting Groups. (4,6)
2. In cooperation with the District Treasurer, prepare the annual District Budget. (6)

Alternate DCMC Duties =====

- 1. Act for the DCMC when necessary. (1,3,5)
- 2. Assist, support and participate in service responsibilities as needed. (3)
- 3. Serve as a member of the Area Service Committee. (2,3)
- 4. Serve as a member of the Area Assembly. (2)
- 5. Be eligible to Area office. (3)
- 6. Assist the DCMC to maintain an effective service structure throughout the District. (5)
- 7. Attend all meetings of the District Committee and the District Steering Committee. (5)
- 8. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de MSCA. (5)
- 9. Participate as a member of the District Steering Committee, the Area Service Committee and the Area Assembly. (5)
- 10. Participate as a member of the District Election Committee. (5)
- 11. Chair District special project committees. (5)
- 12. Submit reports on District Special project committees. (5)
- 13. Call all District Officers, Subdistrict DCMs, and Standing Committee Chairs each month and advise them of the date and time of the forthcoming District Steering Committee meeting, the District Committee meeting and the next MSCA meeting. (5)
- 14. Purchase coffee and supplies for the District Committee meeting. (5)
- 15. Service sponsor replacement to ensure an orderly transfer of responsibilities. (5)

DCM Duties =====

1. Visit Groups and encourage their participation through the election and support of a GSR. (3)
2. Maintain a link of communication between the Groups in the Subdistrict and the District. (3)
3. Serve as a member of the Area Service Committee. (2)
4. Be eligible to Area office. (3)
5. Maintain an effective service structure in the Subdistrict.
6. Attend all meetings of the District Committee and the District Steering Committee. (5)
7. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de MSCA. (5)
8. Participate as a member of the District Steering Committee, the Area Service Committee and the Area Assembly. (5)
9. Work toward full representing of all the Groups in the Subdistrict at all District Committee and the Area Assembly. (5)
10. Work toward full representing of all the Groups in the Subdistrict at all District Committee meetings, Area Service Committee meetings, Area Assembly, the Servathon, the Pre-Conference Workshop, and the Foro de MSCA. (5)
11. Call GSRs prior to the District Committee meeting and encourage them to attend. Advise them of the date and time of the next District Committee meeting and the next MSCA meeting. (5)
12. Assist the District Registrar in obtaining current Group Information to update the District roster, the Area roster and the "Western Directory," (5)
13. Conduct DCM/GSR Subdistrict meetings during the monthly District Committee meeting and discuss pending Area business and Group problems, then give a report to the District on the Subdistrict meeting.
14. Visit Groups in the Subdistrict that are experiencing problems, at the request of their GSR. (5,6)
15. Encourage and assist GSRs to develop leadership, knowledge, experience and love of General Service work. (5,6)
16. Service sponsor Subdistrict GSRs by continuing their study of the Traditions, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual," "Box 4-5-9," and other General Service material. (5)
17. Visit Groups in the Subdistrict that do not have GSRs, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR. (5)
18. Service sponsor replacement to ensure an orderly transfer of responsibilities. (5)

Alternative D.C.M. Duties =====

1. Act for the DCM when necessary. (3,5)
2. Serve as a member of the Area Assembly. (2,3)
3. Act as a full voting member of the DCM. (2)
4. Assist the DCM to maintain an effective service structure in the Subdistrict. (5)
5. Attend all meetings of the District Committee and the District Steering Committee. (5)
6. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de MSCA. (5)
7. Participate as a member of the District Steering committee and Area Assembly. (5)
8. Participate as a member of the Area Service Committee in the absence of the DCMC. (5)
9. Service sponsor replacement to ensure an orderly transfer of responsibilities. (5)

Information Sources for Specific Guidelines

The sources listed below have been used to collect information on the duties of DCMCs, DCMs, and their Alternatives. The numbers in parenthesis are shown below with the source documents corresponding to the numbers following the duty lists. They indicate the source documents. Many duties from the separate lists are similar and appear redundant.

- (1) ***“The Alcoholics Anonymous Service Manual”*** - Chapter 3, “The District and the DCM” contain a list of DCM duties which in our area pertain to the DCMC, the District Leader.
- (2) ***“M.S.C.A. Guidelines for Structure and Procedure”*** - States the duties of DCMCs, Alternative DCMCs and DCMs as members of the Assembly and the Area Service Committee. Alternate DCMs are voting members of the Assembly. They are voting members of the Area Service Committee. They are voting members of the Area Service Committee only in the absence of their principal.
- (3) ***“M.S.C.A. Suggested District Guidelines”*** - Suggests duties for the DCMCs, DCMs, and other District officers.
- (4) ***“Your DCM” Pamphlet*** - Lists some of the common primary duties of the DCM as the leader of the District (the DCMC in our Area’s English speaking Districts).
- (5) ***District Guidelines*** – Some Districts have adopted Guidelines in which the duties of DCMCs, DCMs and their Alternates are described
- (6) ***Local Literature*** - Mid-Southern California Area literature and other literature are useful in describing the duties of the DCMC, DCM, and Alternatives.