

DCM/DCMC Information & Quick References

Updated August 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 (D.C.M.) In larger Districts there are Sub Districts and each SubDistrict has a D.C.M and these Districts there is a District Committee Member Chair (DCMC). The D.C.M in the smaller Districts and the D.C.M.C in the larger Districts are the vital link between the group's G.S.R.s, and the Area service structure, including the Area's Delegate to the General Service Conference.

Area Meetings

- District Service Committee

The District Service Committee usually consists of the DCM/DCMC, an Alternate DCM/DCMC, a Secretary, a Treasurer and a Registrar. These service commitments are usually two year commitments whose elections mirror the Panel years for the Area.

 - The DCM/DCMC should attend as many Area Meetings as their schedule allows. It is always a benefit if all of the District Service Committee are encouraged to attend Area Meetings
 - If you are unable to attend, ask the Alternate DCM or DCMC or another member of your Service Board subcommittee member to attend and report back
 - Attend [DCM School](#) at least 1x at an Area meeting. It may be beneficial to attend more than once because DCM/DCMCs learn from each sharing their experiences and concerns.
 - DCM School generally meets from 10 AM to 11:15 AM 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
 - Once they are known locations of Area Assemblies and ASCs are posted at the Area 09 website - (<http://msca09aa.org/>)
 - As DCM/DCMCs you can vote at both Area Service Committees (ASC) and Area Service Assemblies, (ASA) as long as you have attended at least 1 previous Area meeting.
 - There is no prior meeting voting requirement for voting at the first January Assembly following the election of a new area delegate and panel.
 - As DCM/DCMC, if you are unable to attend an ASC, you should ask someone in your subdistrict to vote on your behalf, maybe your Alternate DMC/DCMC or another member of your Service Committee.
 - All members of the Area Service Committee, District Standing and Coordinate Committee Chairs and GSRs in good standing can vote at ASAs (Assemblies)
 - In order to vote for Area Officers in November of the odd numbered years the GSRs, DCMs, DCMCs and District Committee members must have attended at least two Assemblies or ASCs in the previous 12 months.

DCMC/DCMs Suggestions/ideas on actions you can take as DCMC/DCM

- Service Sponsor – Have a GSR School for new GSRs before your District Meeting. After the GSR School and at the beginning of your Business Meeting have the Chair of the GSR School introduce the new GSRs and as each is introduced ask who would be willing to be a service sponsor for that GSR. Encourage the new GSRs to attend the GSR School at the Area Assembly or Area Service Committee.
- Encourage the new GSRs to attend the GSR School at the Area Assembly or Area Service Committee.

- Attend or start a Service Manual Study. Bring your Service Manual to District Meetings and encourage GSRs in your subdistrict to do the same. Make reference to the Services Manual when appropriate.
- Have a Concept Study of the Concept of the Month right before your District Meeting
- You will receive a DCM Kit from GSO. Familiarize yourself with the contents. If you have not received one, you can reference all of the items in the kit digitally (links below).
- Encourage the new GSRs to attend the GSR School at the Area Assembly or Area Service Committee.
- 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 District/Subdistrict**
 - Introduce yourself to the GSRs in your District/Subdistricts and get to know them
 - Area 9 GSR School – Encourage GSRs to attend 'GSR School' at Area ASCs and Assemblies
 - 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?
 - Have someone give a sample GSR Report at the end of the District Meeting.
 - Can you visit their meeting for a GSR report to show support?

- **Regular Communication with GSRs**
 - Send out either text or email reminders before area and district meetings, as well as different workshops, etc. This can be done by the District Secretary.
 - 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**

If you have sub Districts make time at District Meetings for Sub District breakout sessions, so the DCMs have time to share with the GSRs in their SubDistricts. Make sure you have room for all GSRs in your subdistrict at District tables to ensure that you can sit together as a group

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

Review the Area Meeting schedule and explain ASCs and Assemblies.

Key notes about the calendar:

- One 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)

Group Visits

- The District Registrar should regularly communicate with the Area Registrar to maintain an updated list of meetings of unrepresented meetings in your District/Subdistrict. You can also go through the local Intergroup meeting directory and look for meetings not registered with GSO. Check meeting listed in the directory against the list your Registrar maintains. You may find groups that are new and/or not registered with GSO, because they lack information.

- Divide and conquer approach within your District/Subdistrict to reach out to unrepresented meetings. If you have Subdistricts, consider having a male DCM and a female DCM for each Subdistrict. This divides the workload and helps for visiting Women's/Men's Meetings
- See pg 19 in Area 8 DCM Manual for a sample letter to meetings without GSRs (URL below)
- * Create a card or flyer to hand out at meetings with GSO info (e.g., "why GSR?"), your contact information, and the time/date of the district meeting; perhaps include a map of your district (with subdistricts, if applicable) See sample flyer
- * Start a notebook: one page for each group with Group name, location, subdistrict (if applicable), group number (if you have it), and the information you research (registrar/meeting list/intergroup directory) beforehand, as well as collect from the meeting.
- * Be ENTHUSIASTIC (Greek: en- = *in or within*, plus *theos = God, enthusiasm, therefore is the God Within!*)
-
- **WHAT TO DO** in your two to three minute pitch:
-
- **1. Visiting the group:**
 - A. Arrive early and talk to the person who opens the door.
 - B. Ask questions: who's in charge (secretary)? Treasurer? Do you have a GSR (if so, who)? Does your group make contributions? What kind of meeting is it? May I have 3 minutes at the end of the meeting to make an announcement about General Service?
 - C. Plan your pitch! Always have a handful of pitches that you can choose from based on the make-up and interests of the group. (Examples follow in #4 and further below.) TRY NOT TO EXCEED 2-3 MINUTES in your pitch
- 3. Briefly explain an aspect of service (ie) Your experience in being a GSR, one of the committees (ie) Public Information that carry the message, or Grapevine. Or maybe discuss workshops or events your District holds.
- 4. Always provide a service opportunity: Share that anyone *can* be of service! For example, a Public Information pitch could sound like this: "Has anyone been in, or had a kid that was in a class at school where someone came to talk to them about AA? Well, our Public Information committee is involved with school visits:" or do you wish doctors knew more about alcoholism and AA? Our CPC committees provides information to doctors. If you're interested in either of these or some other area, please come talk to me after the meeting.
- 5. Thank them for their time. And afterward, be sure to write a note in your notebook that reflects the date you visited, and what you pitched. This way, you will not be repeating yourself. If people hear the same things more than once or twice, they tend to tune us out!
-
- **As you build** up a working notebook, you can pass it on to the next DCM who takes your place! In fact, a few months before, you can get a Alternate DCM to shadow you and learn how you do what you do (service sponsorship).
-
- *It can be helpful* to let them know that they have the right to be represented in AA, and they have the right to not to; but we just want them to know what they're choosing not to have!
-
- Examples of prepared pitches and their infinite variety (you can have pitches prepared for each of the active committees in the district or the area):
 - A. Literature Pitch: "Wow: did you know that your contribution to New York helped paid for literature? For instance, we just translated the Big Book into Navajo, which was hard, because there's no written language, and there the words are very different, so they had to spend the time

to write a "spiritual translation" of the Big Book." "Did you know that your group contribution helped to support the publication of our new pamphlet, "Many Paths to Spirituality?" [show them your copy, and say] "Have you read it yet? It talks about atheists and agnostics in AA.

B. Or if they don't contribute, you can make a Contributions Pitch, saying, "Did you know that our traditions give us the right to choose to whom we contribute? Many groups follow the guidelines in AA pamphlet "The AA Treasurer"others use the breakdown in the Intergroup Directory"

C. If it's a women's meeting, you may want to pitch about safety in AA. You could bring a few copies of GSO material about safety in AA and ask whether they think we need a pamphlet on it.

D. If there are a lot of people who got sober in treatment, you might do a pitch about the Bridging the Gap program.

F. If there are a lot of elderly, you might pitch about how to get involved with the Area's committee on Cooperation with the Elderly Community.

There are lots of possible topics. Hopefully, you can come with one that will be of interest to the group you are visiting. If you need ideas talk to other DCMs or the Chair of the Area DCM School.

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** <http://www.area8aa.org/wp-content/uploads/2015/02/The-SDIA-DC>
Wonderful outline of suggestions, responsibilities, diagrams, etc. (Pg 19 sample letter to unrepresented groups)
- **District 6 DCM Manual** <http://www.area8aa.org/wp-content/uploads/2015/02/The-SDIA-DCM-Manual.pdf>
- **DCM Roundtable Notes - PRAASA 2018**
<http://www.msca09aa.org/documents/PRAASA%202018/DCM%20Round%20Table.pdf>

Literature from GSO

- https://www.aa.org/assets/en_US/f-153_DCM_Kit.pdf 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.

Prepare a District Information Sheet that can be given to new GSRs and to groups on group visits. The following is a sample from District 12:

Information about General Service in Lake forest, Mission Viejo, Rancho Santa Margarita, Laguna Hills and Laguna Woods

There are 93 Areas in the United States and Canada which send Delegates to the General Service Conference of Alcoholics Anonymous. The General Service Conference. The General Service Conference considers matters of policy for AA as a whole, including the printing of literature and social media.

Area 09 of General Service includes Orange County, Riverside County, San Bernardino , and parts of Los Angeles County. Area 09 sends a Delegate to the General Service Conference.

District 12 of General Service is part of Area 09 and includes all of Orange County south of Irvine.

Sub District A is part of District 12 includes Lake forest, Mission Viejo, Rancho Santa Margarita, Laguna Hills and Laguna Woods.

The monthly Meeting of District 12 where the GSR's meet and discuss service work and events is held at 7:30 pm at 30071 Ivy Glenn, Laguna Niguel, CA 92677. An Orientation for new GSR's is held at 6:30 pm before the regular meeting.

Anyone may attend the General Service Meeting

Contact Information:

District Committee Member: (Name and email and/or phone number of DCM/DCMC)