

District 5 Chairperson Legacy of Service

Suggested Qualifications:

- Minimum of 5 years sobriety (Motion 329)
- 2 years' service as GSR in any District (Motion 329)
- 2 years' service as DCM in District 5 (Motion 329)
- Strong Leadership and Communication Skills (Motion 329)
- Working Knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of AA (Motion 329)
- Working Knowledge of The AA Service Manual
- Working Knowledge or ability to learn Roberts Rules of Order
- Ability to generate simple documents and to create and manage email as needed
- Knowledge of Word and Excel is advantageous but not required

District 5 Chairperson Responsibilities/Duties:

- **General:**
 - Sends Area 15 Quarterly Assembly Agenda as soon as received to District 5 Recording Secretary for inclusion with District 5 minutes. (Motion 123)
 - Has authority to appoint any AA Volunteer to serve as Temporary District Officer or District Standing Committee Chairperson with final approval by the District Body. (Motion 193a)
 - Follows up with District Standing Committee Chairpersons to ensure they are familiar with the responsibilities of their position and are meeting the needs of the position. Provides direction and support as needed throughout term
 - Invites the South Florida Area 15 Delegate to present the delegates' report sometime between May and September following the General Service Conference in New York in April. (Motion 335)
 - When prompted by the District Treasurer, submits annual Chairperson budget request to the Treasurer.
- **District 5 Business Meeting:**
 - Sets Agenda for monthly business meeting using agenda approved by the District 5 Current Practice Committee and sends to District 5 Recording Secretary for distribution 5 to 7 days before the meeting.
 - Chairs monthly business meeting in an orderly manner and makes sure some action is taken on all matters, leaving no loose ends. (Motion 329)
 - Selects a GSR to read GSR Preamble at each business meeting. (Motion 272)

- Chooses someone to read the Long Form of the Tradition of the Month at each business meeting.
 - Conducts verbal roll call at each business meeting, in order of the positions shown on the agenda.
 - Presents oral Chairperson's Report at business meeting. Sends a typewritten version of report to the District Secretary for inclusion in the meeting minutes no later than the Friday after the meeting.
 - At October Business meeting of even numbered years, uses Third Legacy Procedure during the election of District Officers (District Chairperson, Alternate Chairperson, Treasurer, Secretary, Registrar and DCM and ACM positions) for the upcoming panel (Motion 230).
- **Area 15 Quarterly Assembly:**
 - Attends all Area 15 Assemblies. (See Motion 130 regarding District funding of expenses and lodging.) At Assembly, attends District Chairpersons Meeting, Traditions Workshop, Concepts Workshop, Service Manual Workshop, Saturday night banquet (Motion 130) and the Sunday Area 15 business meeting. (See Motion 213 regarding banquet.)
 - Creates typewritten Chairperson's Report of 3 minutes or less for oral presentation at Sunday business meeting. Sends typed report to Spanish interpreter on Saturday so it can be translated into Spanish during oral presentation. Sends typewritten report to the Area 15 Recording Secretary no later than 10 days after the business meeting.

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