

DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE

PREFACE

The primary level of organization of Cocaine Anonymous consists of the individual meetings/groups.

DISTRICT

A District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems and sharing ways to contribute to their growth and well being. It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

A DISTRICT SERVICE COMMITTEE (DSC) is a group made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives and the DSC officers. The DSC meets on a monthly basis to handle the business needs of the District. The DSC may create committees to service such needs as Telephone (Helpline), Public Information, CPC (Cooperation with the Professional Community), Hospitals and Institutions, Literature and Chips, and Special Events.

The most important function is to serve the needs of the local meetings. If a meeting has a situation it cannot handle, it can come to the District Service Committee. The active participation of each GSR is essential for a successful DSC.

Whatever endeavor or extracurricular activity is taken on by the District, they should at all times try to use or take advantage of Area resources, in order not to duplicate efforts or expenses already incurred by the Area.

Possible Voting Members:

Officers of the DSC, Group Service Representatives, Alternate Group Service Representatives (optional); and other trusted servants.

Voting Procedures: Determined by District:

Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

OFFICERS OF THE DSC

The District should elect officers yearly, which include:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer
- e. District Service Representatives — one for every ten (10) groups in the District, elected by the groups' GSR
- f. Alternate DSR (optional)
- g. Chairpersons of District Service Standing Committees (optional) — elected by the respective standing committees and approved by the DSC

There should be one Group Service Representative (GSR) elected from each group. The DSC officers should be elected from among the active GSR. Upon election, the DSC officers shall no longer serve as GSR. Those groups, which they represented, must elect new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.

DISTRICT SERVICE OFFICERS DUTIES AND QUALIFICATIONS

CHAIRPERSON

- a. Two years continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Arranges agenda.
- e. Presides over monthly meetings.
- f. Only votes in case of a tie.
- g. Assumes the responsibilities of coordinating all activities within the District.
- h. Encourages trusted servants to chair various committees.

VICE CHAIRPERSON

- a. One year continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Coordinates all committee functions.
- e. In absence of Chairperson, performs the duties of Chairperson.

SECRETARY

- a. One year continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. Handles correspondence and maintains business records of the District.

TREASURER

- a. Two years continuous sobriety.
- b. One year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed and/or financially stable.
- e. Receives and deposits contributions from meetings and special events.
- f. Keeps an accurate bookkeeping system.
- g. Maintains bank account(s) with checks requiring two (2) signatures.
- h. Gives regular financial report with a copy of the District Bank Statement (account numbers blacked out)
- i. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- j. Pays all expenses.
- k. Passes on contributions to the Area and World Service according to the 70/30 plan.
- l. Forwards yearly district reconciliation to the Area Treasurer for the purpose of Area Reports to regulatory agencies.

DISTRICT SERVICE REPRESENTATIVE

- a. Two years continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A. including prior service as a Group Service Representative (GSR).
- d. Represents a District in the Area Service Committee.
- e. Provides communication between the District and the Area.
- f. Communicates with other District Service Committee members.
- g. Keeps GSR informed about WSC activities.
- h. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
- i. Attends all Area and District Service Committee meetings.
- j. Communicates to groups the responsibilities and importance of general service work.

ALTERNATE DISTRICT SERVICE REPRESENTATIVE

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR.