

**The following is Article VII of the  
Bylaws of Northern California District 14 AFG  
REVISED September 2, 2020**

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**Article VII: Duties of D14 Members**

Section 1: Duties of the District Representative:

- A. The DR represents their District in the Northern California World Service Area (NCWSA), helping groups to understand world-wide Al-Anon, making members feel they are a part of a fellowship. The duties may be delegated and include:
  1. Calling and chairing District Meetings,
  2. Helping the Area Delegate in every possible way to disseminate conference information and reports,
  3. Keeping in touch with the GRs of the District to learn the views of the groups and their programs. These views may be reported to the NCWSA Committee or Delegate,
  4. Visiting all the groups in the District, particularly new groups, to make sure they are getting the necessary information and assistance,
  5. Helping groups understand and apply the twelve Traditions that guide us in our fellowship activities,
  6. Preparing and keep updated a mailing list of the GRs in the District for the Group Records Coordinator of NCWSA,
  7. Checking the groups' mailing addresses listed in the print-out provided by the Group Records Coordinator with each GR in the District to determine if it is correct,
  8. Urging every group to complete and promptly return the group data sheets sent out annually by the World Service Office (WSO) to assure accuracy in the meeting information on file at WSO,
  9. Making sure that mail from the WSO is reaching the groups and being shared with members,
  10. Attending the NCWSA Committee meetings and reporting to the NCWSA on activities within their District,
  11. Notifying NCWSA and WSO of groups that have disbanded,

12. Preparing and filing the statement of officers, any amendments to the Corporation, organization documents and other forms required by the State and Attorney General of the State of CA, every ten (10) years or in the event of a change in mailing address,

13. Standing as the Corporation's agent for service of process.

14. Assuming the responsibility for Alateen Safety. These responsibilities may be delegated to the Alternate Alateen Coordinator (who handles Alateen safety administration).

B. Duties of the Alternate District Representative:

1. The Alternate DR works along with the DR. The duties include:
  - a) Acquainting themselves with all of the DR's duties in the event they must complete the term of the DR. If the Alternate DR must complete the term, a temporary Alternate is at once selected from the GRs in attendance. A new Alternate GR will be elected as soon as possible.
  - b) Assuming the duties of the DR when necessary in the DR's absence, and
  - c) Assisting the DR whenever necessary.

C. Duties of the Treasurer:

**Who is eligible to serve as Treasurer:** An Al-Anon member. It is recommended that the member be active in the Al-Anon program for a minimum of three years; and have a Sponsor and a Service Sponsor.

**Skills or talents needed:**

1. Recommended that the trusted servant have a financial background and experience.
2. Recommended to have a computer and be able to work with Excel spreadsheets and *Quickbooks Online* and to provide monthly reports to the District at monthly meetings.
3. Good organizational skills and the ability to meet deadlines for the filing of taxes and other corporate documents.

**Description of duties:**

1. Submit Monthly Financial Reports and Monthly Reconciled Bank Statements at each Monthly District Meeting, The report must show contributions and donations received, expenditures paid on behalf of District Officers, Coordinators, and other members, bill payments, and approved donations made on behalf of the District. It also shows approved budget expenditure amounts by category, current expenditure subtotals, prudent reserve subtotals, and District 14 Checking account balances.

2. Provides guidance and support for any special District 14 event Treasurer.
3. Provides guidance concerning any District 14 financial question raised by a District member.
4. Pays all bills of the District, including but not limited to telephone, listing, printing, P.O. Box rental, and publishing charges. The specific bill charges shall be clearly noted on the Treasurer's financial report during the month paid.
5. Reimburses all expenditures incurred by District Officers, Coordinators, and other members when accompanied by a completed District Reimbursement Form and all pertinent receipts. These documents shall be submitted to the Treasurer within 90 days of incurred expenses. The reimbursement shall be clearly noted on the Treasurer's financial report during the month paid.
6. Maintains records of all bill invoices, reimbursement forms, and receipts in order to support review of any expenses made on behalf of District 14. Records must be maintained for at least five (5) years.
7. Suggests to District 14 suitable donation amounts to NCWSA, WSO, monthly meeting location, and other appropriate entities based on available surplus funds. Issues approved donations to designated recipient entities, and retains the resulting receipt acknowledgement as part of the District record.
8. Balances the District 14 Checking account monthly, and maintains copies of the monthly reconciliation and bank statements.
9. Meets quarterly to audit the District 14 Checking account activity and bank reconciliation with the District Representative, the Assistant Treasurer, and a *rotating Group Representative*.
10. Prepares and submits the Federal (Form 990) and State (Form 199N) Tax returns by May 15 for the previous tax year. The filings shall include the consolidation of income received by the District as well as the Literature Depot.
11. Prepares and submits "APPLICATION FOR REGISTRATION NONPROFIT RAFFLE PROGRAM" and "nonprofit raffle report" TO THE CALIFORNIA JUSTICE DEPARTMENT due September 1. (These forms cover reporting of raffle events and collections during the period from September 1, to August 31 of the previous year). Also prepares and submits an annual "RRF1" form to the State Attorney General denoting raffle (donation drawing) events of the year. This form is due by May 15.
12. Makes an Annual Financial Report to the District stating the year-end financial results during the January District Meeting.

13. Prepares a Draft annual budget to be reviewed, discussed and revised as needed at a Special Budget Planning Committee Meeting for any District member who wishes to attend. Schedules the meeting to be held in January of the year being budgeted. Presents the outcome of the Committee Meeting to the Regular February District 14 Meeting.
14. Safeguards financial resources including the following: PO Box key, Online checking account user Id and Password, unused checks, checking account Id, State Charity Registration Number, Corporation Number, and Federal Employer Identification Number.
15. Retains copies of Literature depot financial accounts for State and Federal tax purposes as well as incorporation documentation.
16. Coordinates the transition of the District 14 Checking account during the first two weeks of January at the commencement of a new panel.
17. When necessary, prepares a special appeal letter to be sent to all groups within District 14 asking for contributions to the Treasury to cover expenses of the District.
18. Attends District 14 Monthly meetings, Board meetings, and annual budget planning meetings.

#### **A. Duties of the Assistant Treasurer**

**Who is eligible to serve as Assistant Treasurer:** An AI-Anon member. It is recommended that the member be active in the AI-Anon program for a minimum of three years; and have a Sponsor and a Service Sponsor.

**Skills or talents needed:**

Recommended that the trusted servant be organized and have basic computer skills. Excel helpful.

**Description of duties:**

1. At least three times per month, empties the District 14 PO Box in order to provide timely payment of bills directed to this address and to provide timely deposit of group or individual contributions directed to this address. Retains bank and corporate correspondence directed to this address. Distributes to the District Representative or appropriate coordinator any event announcements provided by other AI-Anon or AA entities directed to this address. Currently the District PO Box is #416 in the Todo Santos USPS branch office, located at 2043 East Street, Concord, CA.
2. Collects and deposits into the District 14 Checking Account all contributions made by member groups and individuals directed to the District PO Box or given by hand to the Treasurer. These contribution deposits shall be made separately from other funds received. The source and amount of each contribution shall be clearly noted on the Treasurer's financial report during the month received.

3. Creates a receipt/thank you note for each contribution made to the District, noting the amount received, indicating the source of the contribution, and transmits this receipt/thank you note back to the source of the contribution while retaining a copy of the receipt/thank you for the District records.
4. Creates a receipt for each donation of goods or services made to the District noting the agreed upon value of the goods or services, indicating the source of the donation, and transmits this receipt back to the source of the donation while retaining a copy of the receipt for District records.
5. Arranges for collection of 7<sup>th</sup> Tradition and Donation Drawing receipts at all monthly Speaker Meetings and special District 14 events and deposits these funds separately from other contributions or receipts in the District 14 Checking account.
6. Arranges for collection of CD sales receipts at monthly Speaker Meetings, during special District 14 events, and at other suitable times, and deposits these funds separately from other contributions or receipts in the District 14 Checking account.
7. Meets quarterly for review of the District 14 Checking account by the District Representative, the Treasurer, and a rotating Group Representative, including access to any spread sheet data, and any desired District records.

**B. Duties of the Secretary:**

1. Taking the minutes at D14 meetings,
2. Bringing copies of the minutes for the previous meeting to each D14 meeting, and
3. Ensuring that the approved minutes and attendance records are retained for inspection.

Section 2: Duties of the Group Representative

A GR is a vital link in the continuing function, growth and unity of World Al-Anon. A GR is a member elected by their respective groups for a term of three (3) years. They maintain contact between their group and the District and between their group and NCWSA.

1. Through the contact they make with other GRs and the NCWSA, the GR can gain knowledge of Al-Anon World Service and the purpose and work of the Conference. This will enable them to explain these to their group.
2. The GR has a regular time at group meetings to convey information concerning Al-Anon world service affairs,

3. The GR attends all D14 meetings.
4. In addition to attending the Election Assembly, the GR is expected to attend all scheduled Assemblies which the Chairman or Delegate considers necessary, and report back to their group any useful information they have gathered.
5. The GR has the responsibility for seeing that the mail from WSO is reaching their group.
6. The GR is also the "Forum" representative. They encourage the group to subscribe to and use the "Forum".
7. If the DR or the Delegate cannot personally give the Conference Report to their group, the GR may do so.
8. Communicating at District meetings, the GR can bring the group's views on any AI-Anon situation to the attention of the DR and the other GRs.
9. The GR should be mindful of AI-Anon's traditional insistence on being self-supporting. They make sure the appeals for support of the WSO occur as often as WSO sends such appeals. They personally present to the group the appeals sent by the Assembly Treasurer for support of the NCWSA.

Section 3: Duties of the Coordinators:

1. A Coordinator or their alternate shall attend D14 meetings and report on current activities.
2. If a Coordinator determines they are unable to perform the complete scope of the Coordinator's duties and there is an alternate Coordinator, then their duties may be shared.
3. Coordinators will report all expenses monthly to the Treasurer with receipts for expenditures. They will also report contributions with a written record of all contributions.
4. Any coordinator has the right to form a committee to assist in carrying out the functions of the coordinator.
5. The duties of specific coordinators are to be found in the Guidelines of District 14.