

**San Francisco General Service**  
**District 06 Area 06**  
Updated Job Descriptions

**District Committee Member Chair (DCMC)**

***Suggested Qualifications:***

- Minimum two years of sobriety
- Prior experience as a GSR
- Experience attending and participating at the Area Committee Meeting.
- Familiarity with the AA Service Manual, the 12 Steps, 12 Traditions and 12 Concepts, as well as having a service sponsor.
- Regular access to a computer, internet and email.

***Responsibilities:***

- Prepare the monthly District Meeting Agenda and DCMC letter for the District's monthly mailing.
- Chair the monthly District Meeting walking the district through reports, discussions, new and old business, and elections when appropriate.
- Inform the District about A.A.W.S. and CNCA activities and business.
- Gather informed District Consciences on Area Motions, Agenda Topics and other matters when appropriate.
- Attend the monthly DCMC Sharing Session and Area Committee Meeting (A.C.M.) in Petaluma (virtual participation is available), reporting on District activities and sharing District Consciences when appropriate.
- Chair the monthly Agenda Planning & Officers Meeting.
- Attend the quarterly Area Assemblies and District special events, such as the annual Agenda Topics Workshop and San Francisco Unity Day.
- Serve as one of the four signatories on the District's bank account.

***Time Commitment:***

- 2nd Tuesday of the month, 7:30 - 9pm: **District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting**
- 4th Saturday of the month, 10am – 3:30pm: **DCMC Sharing Session and A.C.M.** in Petaluma, CA (virtual participation is available, travel is covered by District)
- **Area Assemblies**, held for approximately 8 hours quarterly on weekends for a

total of five (5) days a year.

- A Saturday in March for the **Agenda Topics Workshop**, typically held in the morning and early afternoon.
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon.
- 3 - 4 hours per month in preparation and email communication
- OPTIONAL: PRAASA, an annual weekend convention in early March (Travel and housing is covered by District)
- OPTIONAL: Pacific Regional Forum, a biannual weekend convention (Travel and housing is covered by District)

## Alternate District Committee Member Chair (A-DCMC)

### *Suggested Qualifications:*

- Minimum two years of sobriety.
- Prior experience as a GSR.
- Familiarity with the AA Service Manual, the 12 Steps, 12 Traditions and 12 Concepts, as well as having a service sponsor.
- Regular access to a computer, internet and email.

### *Responsibilities:*

- The A-DCMC is the primary backup for the DCMC and shares in the DCMC's responsibilities at District and Area levels.
- Attend the monthly District Meeting and Officers Meeting.
- Conduct the New GSR Orientation before the monthly District Meeting, and inform new GSRs how to register.
- Email a Sample GSR Report following each District Meeting.
- Attend the quarterly Area Assemblies and District special events, such as the annual Agenda Topics Workshop and San Francisco Unity Day.
- Assists the Events Chair with event planning and serves as their back-up.
- Serve as a DCM-at-large for virtual groups and sub-districts that are without a DCM.
- Encouraged to attend the monthly DCMC Sharing Session and Area Committee Meeting (A.C.M.) in Petaluma (virtual participation is available).
- Encouraged to attend regional service events, such as PRAASA and the Pacific Regional Forum.
- Coordinates car-pools to the ACM, Assemblies and other Area events.
- Serve as one of the four signatories on the District's bank account.

### *Time Commitment:*

- 2nd Tuesday of the month, 6:30 – 9pm: **New GSR Orientation & District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting • Area Assemblies**, held for approximately 8 hours quarterly on weekends for a total of five (5) days a year.

- A Saturday in March for the **Agenda Topics Workshop**, typically held in the morning and early afternoon.
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon.
- 1 - 2 hours per month in email communication
- OPTIONAL: 4th Saturday of the month, 10am – 3:30pm: DCMC Sharing Session and A.C.M. in Petaluma (virtual participation is available, travel is covered by District)
- OPTIONAL: PRAASA, an annual weekend convention in early March
- OPTIONAL: Pacific Regional Forum, a biannual weekend convention

## District Committee Member (DCM)

### *Suggested Qualifications:*

- Prior experience as a GSR.
- Regular access to the internet and email.

### *Responsibilities:*

- Attend the monthly District Meeting and the quarterly Area Assemblies.
- Act as a voting member at the monthly Area Committee Meeting (A.C.M.) in Petaluma (virtual participation is available).
- Encouraged to attend the monthly DCM Sharing Session in Petaluma (virtual participation is available).
- Make a regular practice of talking to new and existing groups in their Sub-District about General Service.
- Inform GSRs about the ongoing “Conference Process” through the entire panel, and assist them in becoming acquainted with the AA Service Manual and other service material.
- Assist GSRs with group issues that arise and support them in making a case to their groups for Assembly travel.
- Read group consciences at the microphone of GSRs unable to attend Assemblies.
- Attend meetings unrepresented by GSRs, assisting them as requested, including gathering group consciences and facilitating group inventories.
- Although a DCM represents a specific Sub-District, they are not bound to serve only the GSRs and groups in that Sub-District and, together with the A-DCMC, may serve as a DCM-at-large for sub-districts that are without a DCM.
- Encouraged to attend regional service events, such as PRAASA and the Pacific Regional Forum.

### *Time Commitment:*

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**
- 4th Saturday of the month, 11am – 3:30pm: **DCM Sharing Session and A.C.M.** in Petaluma (virtual participation is available, travel is covered by District)
- **Area Assemblies**, held for approximately 8 hours quarterly on weekends for a total of five (5) days a year.
- A Saturday in March for the Agenda Topics Workshop, typically held in the morning

and early afternoon.

- A Saturday in October for San Francisco Unity Day, typically held in the morning and early afternoon.
- OPTIONAL: PRAASA, an annual weekend conference in early March
- OPTIONAL: Pacific Regional Forum, a biannual weekend conference

### ***SAN FRANCISCO SUB-DISTRICTS***

[Click here for the Sub-District Map](#)

- 210** - Fisherman's Wharf, North Beach, Chinatown, Union Square, Embarcadero (North)
- 215** - Theater District, Tenderloin (East), Nob Hill (East)
- 220** - Marina (East), Ft. Mason, Pacific Heights (East), Russian Hill, Japantown, Nob Hill (West)
- 225** - Civic Center, Little Saigon, Filmore (North)
- 230** - Lower Haight and Duboce Triangle
- 240** - Marina (West), Presidio, Cow Hollow, Pacific Heights (West), Lower Pacific Heights
- 245** - Hayes Valley, Alamo Square, Mint Hill
- 250** - Inner Richmond, Presidio Terrace, Laurel Heights
- 255** - Haight Ashbury, Panhandle, Cole Valley, Golden Gate Park
- 265** - Outer Richmond, Central Richmond, Sea Cliff, Land's End
- 270** - Outer Sunset, Inner Sunset, Parnassus Heights, Forest Knolls
- 280** - Twin Peaks, Upper Market, Clarendon Heights, The Castro (West), Eureka Valley (West)
- 285** - Parkside, Sunset, West Portal, Forest Hill, Midtown Terrace
- 290** - Park Merced, Balboa Park, Glen Park, Diamond Heights, Bernal Heights, Bayview
- 310** - Outer Mission, The Castro (East), Eureka Valley (East), Potrero Hill, Dog Patch
- 315** - Inner Mission
- 320** - SoMa, Mid Market, Mission Bay, Embarcadero (South)
- 325** - First Congregational Church, 432 Mason Street
- 330** - Trinity and St. Peter's Episcopal, 1620 Gough St.
- 335** - Dry Dock, 2118 Greenwich St.
- 350** - St. Francisco "Our Lady of Safeway", 152 Church St.
- 365** - Mission Fellowship (Mornings), 2900 24th St.
- 370** - Mission Fellowship (Afternoons), 2900 24th St.
- 375** - Mission Fellowship (Evenings), 2900 24th St.

## Recording Secretary

### *Suggested Qualifications:*

- Minimum 2 years of sobriety.
- Prior experience in General Service is helpful.
- Typing proficiency and the ability to type for a full 90 minutes.
- Regular access to a computer, internet and email.

### *Responsibilities*

- Attend the monthly District Meeting and Agenda Planning & Officers Meeting. Record minutes of the monthly District Meeting.
- Send final minutes to DCMC and Communications Coordinator in good time for the monthly District mailing.
- Create an anonymity-protected version of the minutes for upload to the District website.
- Serve as one of the four signatories on the District's bank account.

### *Time Commitment:*

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting**
- 1 hour of additional computer work and correspondence per month

## **Treasurer**

### ***Suggested Qualifications:***

- Minimum 2 years of sobriety.
- Familiarity with Excel and Google Sheets, or a willingness to learn. Familiarity with digital payments i.e. Venmo, Zelle, Stripe.
- Regular access to a computer, internet and email.

### ***Responsibilities***

- Attend monthly District Meeting and Agenda Planning & Officers Meeting.
- Track monthly and Year-to-Date (YTD) group contributions, income and expenses.
- Provide a monthly financial report and group contributions report to the Communications Coordinator in good time for the District Meeting mailing.
- Give a monthly verbal report during the monthly District Meeting, highlighting any areas of concern related to the District's financial health.
- Check the District's Post Office Box in San Francisco regularly to collect group contributions and other correspondence.
- Endorse contribution checks and money orders and deposit them into the District's checking account.
- Administer the District's digital contributions accounts (i.e. Stripe)
- Write checks or make digital payments for District expenses.
- Reconcile the District's financial record to its bank statements.
- Chair the annual Ad-Hoc Finance Committee to formulate the following year's annual budget and present it to the District for approval prior to the end of the year.
- Serve as one of the four signatories on the District's bank account.

### ***Time Commitment:***

- 2nd Tuesday of the month, 7:30 – 9pm: District Meeting
- 4th Tuesday of the month, 6 – 7pm: Agenda Planning & Officers Meeting
- Average 3 - 4 hours per month in basic book-keeping and email communication



## **District Registrar**

### ***Suggested Qualifications***

- Familiarity with Excel and Google Sheets, or a willingness to learn.
- Regular access to a computer, internet and email.

### ***Responsibilities:***

- Attend monthly District Meeting and Agenda Planning & Officers Meeting.
- Maintain the online database of registered groups, GSRs, DCMs, Officers and Liaisons in District 06.
- Communicate updates and changes in the District database to the Area Registrar, including new and outgoing GSRs, DCMs, Officers and Liaisons.
- Assist the Area Registrar in keeping group information for District 06 up-to-date in the General Service Office (GSO) database.
- Attend the Area Election Assembly at the end of the panel to assist the checking-in of District 06 DCMs and GSRs

### ***Time Commitment***

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting**
- **Fall Election Assembly**, held on a Saturday in November of the final panel year
- 3 - 4 hours per month of data entry and email communication

## **Communication Coordinator**

### ***Suggested Qualifications:***

- Familiarity with G-Suite including Google Groups, or a willingness to learn
- Familiarity with Preview, Acrobat or another PDF app, or a willingness to learn
- Familiarity with WordPress and website building apps, or a willingness to learn
- Regular access to a computer, internet and email.

### ***Responsibilities:***

- Attend the monthly District Meeting and Agenda Planning & Officers Meeting. Administer the District's Google Groups for GSRs, DCMs, Officers and Liaisons, adding and deleting member emails as needed.
- Administer the District's Google Drive Shared Folders.
- Send reminders and collect monthly Meeting Materials from District Officers and Liaisons, including Written Reports, Agenda, DCMC Letter, Financial Report, Group Contributions Report, Minutes, Additional Materials and Event Flyers.
- Compile the Meeting Materials PDF and send it out with a meeting reminder to all District members.
- Ensure the District website is up-to-date and adheres to the Website Guidelines, coordinating with the DCMC to keep the information and resources accurate to the current stage of the Conference Process.
- Upload Anonymity-Protected Minutes and an updated Annual Calendar to the website.

### ***Time Commitment:***

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting**
- OPTIONAL: **National A.A. Technology Workshop**, weekend conference
- 2 hours per month of computer work and email communication

## **Virtual Meeting Hosts (2)**

### ***Suggested Qualifications:***

- Familiarity with Zoom, or similar virtual meeting platforms
- Experience hosting virtual meetings on Zoom, or a willingness to learn
- Regular access to a computer, internet and email.

### ***Responsibilities:***

- Administer the virtual meeting account for District 06 (i.e. Zoom)
- Schedule District and committee meetings and events on our virtual meeting account
- Create and edit polls for the monthly District Meeting
- Serve as a virtual meeting hosts for the monthly District Meeting, performing the following duties:
  - Arrive at 6:30pm to open the main room and break-out rooms
  - Assign virtual co-hosts
  - Admit attendees from the waiting room
  - Assign attendees to break-out rooms
  - Screen-share slides, as needed by the DCMC
  - Launch and edit polls, as needed by the DCMC
  - Mute attendees, as needed
  - Lower virtual hands, as needed
  - Serve as a safety monitor, scanning the video gallery and chat for disruptions and zoom-bombers
  - Answer technical questions in chat, helping attendees navigate the virtual meeting platform
- Coordinate the on-site and online virtual meeting operation for District hybrid special events, including the Agenda Topics Workshop and Unity Day

### ***Time Commitment:***

- 2nd Tuesday of the month, 6:30 – 9pm: **District Meeting**
- A Saturday in March for the **Agenda Topics Workshop**, typically held in the morning and early afternoon
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon
- OPTIONAL: 4th Tuesday of the month, 6 – 7pm: Agenda Planning & Officers Meeting

## Events Chair

### *Suggested Qualifications*

- Familiarity with Microsoft Word, Canva, Adobe Creative Cloud, Photoshop, or other flier creation software, or a willingness to learn.
- Regular access to the internet and email.

### *Responsibilities*

- Attend the monthly District Meeting and the Agenda Planning & Officers Meeting.
- Coordinate the planning, outreach and execution of the District's annual events, including the Agenda Topics Workshop, the Delegates Report, and San Francisco Unity Day.
- Create or delegate the creation of anonymity-protected event flyers for digital and print distribution.

### *Time Commitment*

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting**
- A Saturday in March for the **Agenda Topics Workshop**, typically held in the morning and early afternoon.
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon.
- Average 1 - 2 hours of computer work and email correspondence a month.

## Archivist

### *Suggested Qualifications*

- Prior experience in General Service is helpful but not required.
- Familiarity with Google Drive, or a willingness to learn.
- Regular access to the internet and email.

### *Responsibilities*

- Attend the monthly District Meeting and report on Archives activities taking place at the District, Area and General Service Office (G.S.O.)
- Collect, protect and organize printed and digital materials, sound recordings, and artifacts related to the activities of San Francisco General Service, stored digitally on Google Drive and physically at the Area Archives in Walnut Creek
- Set up a District Archives display at in-person District events, including the Delegate's Report and Unity Day
- Collects District Consciences on Area Motions and Agenda Topics related to Archives, when appropriate
- Encouraged to attend the monthly Agenda Planning & Officers Meeting
- Encouraged to attend the monthly Area Archives Committee meeting
- Encouraged to attend the monthly Area Archives Workdays in Walnut Creek
- Encouraged to attend the annual [National A.A. Archives Workshop](#) (NAAAW), a weekend conference in the U.S./Canada (District may be able to provide for travel and housing)

### *Time Commitment*

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon.
- OPTIONAL: 2nd Saturday of the month, 12 - 4pm: Area Archives Workday
- OPTIONAL: 4th Saturday of the month, 10:00am: Area Archives Committee Meeting
- OPTIONAL: 4th Tuesday of the month, 6 – 7pm: Agenda Planning & Officers Meeting OPTIONAL: National A.A. Archives Workshop, annual weekend conference
- Average 1 - 2 hours of archival preparation and computer work per month

## Literature Representative

### *Suggested Qualifications:*

- Regular access to the internet and email.

### *Responsibilities:*

- Attend the monthly District Meeting and provide a monthly report of changes to existing A.A. literature, including new and revised A.A.W.S. books, pamphlets and service materials, as well as A.A.W.S. publishing announcements and calls for stories.
- Procure a selection of A.A. literature and pamphlets for display or sale at in-person and hybrid District events, including the Agenda Topics Workshop, Delegate's Report and San Francisco Unity Day.
- Coordinate the annual mailing of printed Final Conference Report to District members by request.
- Encouraged to attend the monthly Agenda Planning & Officers Meeting.
- Encouraged to attend the monthly Area Literature and Grapevine/LaVina Sharing Session in Petaluma (virtual participation is available).
- Encouraged to attend regional service events, such as PRAASA and the Pacific Regional Forum.

### *Time Commitment*

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**.
- A Saturday in March for the **Agenda Topics Workshop**, typically held in the morning and early afternoon.
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon.
- 1 hour of computer work and email correspondence a month.
- OPTIONAL: 4th Tuesday of the month, 6 – 7pm: Agenda Planning & Officers Meeting.
- OPTIONAL: PRAASA, an annual weekend conference in early March.
- OPTIONAL: Pacific Regional Forum, a biannual weekend convention.

## Grapevine/La Viña Representative

### *Suggested Qualifications:*

- Regular access to the internet and email.
- Physical mailing address or P.O. Box to receive monthly Grapevine by mail (District provides for subscription).

### *Responsibilities:*

- Attend the monthly District Meeting and provide a monthly report of Grapevine and La Viña news and announcements, including subscription information, the editorial calendar and call for stories, Carry the Message Project, and updates on the Grapevine Podcast and Social Media pages.
- Procure a selection of Grapevines for display or sale at in-person and hybrid District events, including the Agenda Topics Workshop, Delegate's Report and San Francisco Unity Day.
- Acts as a resource for group Grapevine Representatives (GVR).
- Encouraged to find creative ways to spread the word about the A.A. Grapevine and the Carry the Message Project (a program for individuals and groups to sponsor subscriptions for A.A. members in need).
- Encouraged to attend the monthly Agenda Planning & Officers Meeting.
- Encouraged to attend the monthly Area Literature and Grapevine/LaVina Sharing Session in Petaluma (virtual participation is available).
- Encouraged to attend regional service events, such as PRAASA and the Pacific Regional Forum.

### *Time Commitment:*

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**.
- A Saturday in March for the **Agenda Topics Workshop**, typically held in the morning and early afternoon.
- A Saturday in October for **San Francisco Unity Day**, typically held in the morning and early afternoon.
- 1 hour of computer work and email correspondence a month.
- OPTIONAL: 4th Tuesday of the month, 6 – 7pm: Agenda Planning & Officers Meeting.
- OPTIONAL: PRAASA, an annual weekend conference in early March.
- OPTIONAL: Pacific Regional Forum, a biannual weekend convention.

## **SF Bridging the Gap (SF BTG) Committee Chairs (2)**

The purpose of Bridging the Gap is to help A.A. members inside prisons, hospitals and treatment facilities get to their first meeting upon release from an institution. Members of Alcoholics Anonymous, usually acting in pairs, meet the patients or inmates after release and accompany them to their first A.A. meeting. To learn more about BTG committees, [click here](#).

PLEASE NOTE: SF BTG has two (2) Co-Chairs who each serve a two year term. One Co-Chair is elected in July of the first year of the panel, and the other Co-Chair is elected in July of the second year of the panel, ensuring that there is always one Co-Chair serving with at least one year of SF BTG experience. It is suggested that the SF BTG Committee be consulted in May and June prior to the July election.

### ***Suggested Qualifications:***

- A minimum two years of sobriety
- Prior BTG experience is helpful, but not required.

### ***Responsibilities (shared by Co-Chairs):***

- Facilitate the monthly SF BTG committee meeting.
- Attend the monthly District Meeting and report on SF BTG activities as necessary
- Attend the monthly Area BTG Committee Meeting.
- Responsible for ensuring that BTG activities remain focused on “bridging the gap” for alcoholics leaving institutions and correctional facilities going to their first A.A. meetings.
- Ensure that all local BTG committee positions are adequately filled.
- Serve as a filter for local issues and engage in limited public relations involving SFBTG within the area.
- Maintain effective communication and relations with other Ninth Tradition committees in the area by delegating liaisons to SF Marin Intergroup, SF Public Relations and Hospital & Institution (H&I) Committee of Northern California.
- Encouraged to attend the annual BTG Workshop Weekend (travel and registration may be provided by the District).

### ***Time Commitment:***

- 1st Tuesday of the month, 6:30 - 8pm: **SF BTG Committee Meeting**.
- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting**.
- 3rd Thursday of the month, 7:00 - 8:30pm: **Area BTG Committee Meeting**



## **Service Manual and Concept Study Coordinator**

### ***Suggested Qualifications:***

- No minimum sobriety requirement or General Service experience needed.
- Access to a computer for ease of screen sharing and meeting facilitation is recommended, but not required.

### ***Responsibilities:***

- Attend the monthly District Meeting.
- Facilitate the Service Manual and Concept Study before the monthly District Meeting.

### ***Time Commitment:***

- 2nd Tuesday of the month, 6:45 – 9pm: **Service Manual and Concept Study and District Meeting**

## **Assembly Coordinators (2)**

PLEASE NOTE: This is an Ad Hoc position when the District is bidding to host and has been awarded the hosting of an Area Assembly.

### ***Suggested Qualifications:***

- Prior experience attending Area Assemblies is helpful.

### ***Responsibilities:***

- Research appropriate Assembly venues in accordance with Area Guidelines, scheduling site selection visits with the Area Assembly Coordinator..
- Attend the monthly Agenda Planning & Officers Meeting and present options and recommendations to District Officers.
- Attend the monthly District Meeting and report on the progress of site selection.
- Complete the Area Assembly Bid Form in consultation with the Area Assembly Coordinator.
- Attend the Area Committee Meeting (A.C.M.) to assist the DCMC with the bid presentation.

### ***Time Commitment:***

- 2nd Tuesday of the month, 6:30 - 9pm: **Ad Hoc Assembly Planning Meeting and District Meeting**
- 4th Tuesday of the month, 6 – 7pm: **Agenda Planning & Officers Meeting**
- 2 - 3 hours per month of planning and email correspondence

## **SF Marin Intergroup Liaison**

### ***Suggested Qualifications:***

- No minimum sobriety requirement or General Service/Intergroup experience needed.

### ***Responsibilities:***

- Attend the monthly SF Marin Intergroup Meeting and report on District, Area and A.A. World Services activities, consulting with the DCMC, Alternate DCMC and/or District 10 Marin Liaison as needed.
- Attend the monthly District Meeting and report on the activities of the SF Marin Intergroup, consulting with the Intergroup Executive Director and/or Intergroup Board Chair as needed.

### ***Time Commitment:***

- 1st Wednesday of the month, 7:00 - 8:30 pm: **SF Marin Intergroup Meeting.**
- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting.**

**PI/CPC (Public Information/Cooperation with the Professional Community)**  
**Liaison**

PI/CPC service works carries the message of recovery to the still-suffering alcoholic by informing the general public and professional community about the A.A. program - what we are, where we are, what we can do, and what we cannot do. In San Francisco, the Intergroup oversees the SF Public Relations Committee (formerly SF PI/CPC).

***Suggested Qualifications:***

- No minimum sobriety requirement or PI/CPC experience needed.

***Responsibilities:***

- Attend the monthly SF Public Relations Committee Meeting.
- Attend the monthly District Meeting and report of the activities of SF Public Relations.
- Encouraged to attend the monthly Area PI/CPC Sharing Session.

***Time Commitment:***

- 2nd Monday of the month, 7:00 - 8:00pm: **SF Public Relations Meeting.** 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting.**
- OPTIONAL: 3rd Saturday of the month, 9 - 10:00am: **Area PI/CPC Sharing Session.**

## **Hospital & Institution (H&I) Committee Liaison**

### ***Suggested Qualifications:***

- No minimum sobriety requirement or H&I experience needed.

### ***Responsibilities:***

- Attend the bi-monthly H&I Area 62 San Francisco Business Meeting.
- Attend the monthly District Meeting and report of the activities of H&I Northern California.

### ***Time Commitment:***

- 2nd Tuesday of the month, 7:30 – 9pm: **District Meeting.**
- 3rd Saturday of every odd month (Jan, Mar, May, Jul, Sep, Nov), 12 - 1:30pm: **H&I Area 62 San Francisco Business Meeting.**

## **District 16 Spanish Central Liaison**

### ***Suggested Qualifications:***

- No minimum sobriety requirement or General Service experience needed. Proficiency in both English and Spanish is strongly recommended.

### ***Responsibilities:***

- Attend the monthly District 06 (SF) Meeting and report of the activities of District 16.
- Attend the monthly District 16 Meeting and report on the activities of our District.
- **OPTIONAL:** Attend District 16 special events, including the District 16 Anniversary and Area 06 Hispanic Forum.

### ***Time Commitment:***

- 2nd Tuesday of the month, 7:30 – 9pm: **District 06 Meeting.**
- 3rd Wednesday of the month, 7 - 9pm: **District 16 Meeting.**