

Proposed GEM Guidelines
(for GEMs not assigned to particular tasks for their District)

- I. GEM - Growth Enhancement Member. Enhance your personal recovery by participating in service at one of our Area Meetings. This volunteer service position is a collaboration between the Area and the District.
 - a. Each District can develop its own process for choosing GEMs
 - b. The Area Chairperson will assign duties to the GEMs
 - c. District Reps and the Area Chairperson will work out details but the District is responsible for room, transportation and lodging.

- II. Responsibilities at Assembly can include:
 - a. Meeting Liaison - working with Chairperson on needs in the room during the meeting (can be related to room temperature, restroom or other facility issues, as per Chair)
 - b. Room set up - needed on Friday evening and during the day if we move into breakout
 - c. Assisting with welcoming GRs and assisting with counting votes
 - d. Other duties as needed by Area Officers or Coordinators (possibly counting money, or making copies)
 - e. May assist with Registration or Hospitality if needed
 - f. May assist with collecting tickets for meals (working with Area Treasurer and Secretary)
 - g. Has a voice at the mike, but not a necessarily a vote (unless they are also a GR)

- III. Responsibilities at AWSC can include:
 - a. Similar to Assembly - as needed by the Chairperson
 - b. Participate in small group discussions and Thought Forces
 - c. Participate in meals and working break outs
 - d. Does not have a voice at the mike or a vote.

- IV. District is responsible for:
 - a. Creating their own process for choosing a GEM (all aspects are up to each District however they decide to choose, communicate, etc)
 - b. Communicating duties, guidelines, registration/room etc with GEM
 - c. Communicating with Area Chair about number and contact info for GEMs
 - d. Paying for Room, Transportation, Food (and Registration at Assembly).
 - e. At Assembly all rooms are billed personally and Districts will arrange reimbursement.
 - f. Working with the Area Treasurer for reimbursement for AWSC billing.

- V. Area is responsible for:
 - a. Clearly outlining tasks and jobs for GEMs at Assembly and AWSC
 - b. Making sure the Agenda is available so that Districts and GEMs can plan
 - c. At AWSC all rooms are on Master Bill, so Area will pay and Districts will reimburse the Area.
 - d. Chairperson may arrange a conference call or other meeting prior to the Assembly or AWSC, to plan for needs and tasks ahead. GEMs will be notified of this, and a mutual time will be decided.

- VI. GEM is responsible for:
- a. Reading the guidelines and communicating with District about what is expected and needed.
 - b. Being available when possible during the meeting for things that come up.
 - c. Notifying the Chairperson if there are things you cannot do (actively moving about the room, dietary restrictions, or needing to leave early or arrive late).