

# **GEM Guidelines**

**(for GEMs not assigned to particular tasks for their District)**

## **Description**

Enhance your personal recovery by participating in service at one of our Area Meetings as a Growth Enhancement Member (GEM). This volunteer service position is a collaboration between the Area and the District.

1. Each District can develop its own process for choosing GEMs.
2. The Area Chairperson will assign duties to the GEMs.
3. District Representatives and the Area Chairperson will work out details, but the District is responsible for room, transportation, and lodging.

## **Responsibilities**

### **GEM Responsibilities at Assembly can include:**

1. Serving as the Meeting Liaison by 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).
2. Assisting with room setup as needed on Friday evening and during the day if meetings move into breakout rooms.
3. Assist with welcoming Group Representatives (GRs) and counting votes.
4. Other duties as needed by Area Officers or Coordinators (e.g., counting money or making copies).
5. May assist with Registration or Hospitality if needed.
6. May assist with collecting tickets for meals (working with Area Treasurer and Secretary).
7. Has a voice at the mike, but not a necessarily a vote unless they are also a GR.

### **GEM Responsibilities at AWSC can include:**

1. As needed by the Chairperson (similar to Assembly).
2. Participate in small group discussions and Thought Forces.
3. Participate in meals and working breakouts.
4. Does not have a voice at the mike or a vote.

### **GEM Responsibilities in general:**

1. Reading the guidelines and communicating with his or her District about what is expected and needed.
2. Being available when possible during the meeting for things that come up.
3. Notifying the Chairperson if there are things you cannot do (actively moving about the room, dietary restrictions, needing to leave early or arrive late).

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### **District Responsibilities:**

1. Creating its own process for choosing a GEM (all aspects are up to each District however they decide to choose, communicate, etc.).
2. Communicating duties, guidelines, registration/room etc., with GEM.
3. Providing Area Chairperson with phone number and contact info for GEMs.
4. Paying for room, transportation, food (and registration at Assembly).
5. At Assembly, all rooms are billed personally and Districts will arrange reimbursement.
6. Working with the Area Treasurer for reimbursement for AWSC billing.

### **Area Responsibilities:**

1. Clearly outlining tasks and jobs for GEMs at Assembly and AWSC.
2. Making sure the Agenda is available so that Districts and GEMs can plan.
3. At AWSC all rooms are on the Master Bill, so Area will pay and Districts will reimburse the Area.
4. 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.