

Al-Anon

District 13

Guidelines for Service Positions

GR - Group Representative

Service Responsibility:

- Serve as VOICE and a VOTE at the District meetings (meets every other month) and Area Assemblies (meets twice per year).
- Elect the district officers.
- Elect all Area Officers and the Area Delegate at Assembly.
- Keep home group informed of what is happening in the District, North Florida Area and the World Service Office (WSO).
- Bring the group's viewpoints, situations and problems to the District.
- Actively attend a home group on a regular basis.
- Conduct Group Conscience meetings when necessary in the home group.
- Consider conducting at least one Group Inventory during a three-year term.
- Attend District Meetings. (Secure an alternate by group vote).
- Attend Area Assemblies. (Secure an alternate by group vote).
- Keep District Records Chair informed of changes in Group Information.
- Read and be familiar with the Al-Anon/Alateen Service Manual.
- Encourage Group Contributions (Step7) to Group, District, Area and WSO.

Who Is Eligible:

- At least one year of actively attending Al-Anon meetings is recommended.
- *An Al-Anon member who is also a member of AA is not eligible to serve.
- *The GR is elected by the home group for a three-year term. This is a voting position on the North Florida Area Level.

DR – District Representative:

Service Responsibility:

- Coordinate information between N. FL Area, the World Service Office (WSO) and the District.
- Read and use the Al-Anon/Alateen Service Manual.

At the District Level:

- Visit all Groups within the district to make sure they are getting necessary information and help.
- Stay in touch with Group Representatives to learn their views.
- Help groups understand and apply the Traditions.
- Attend and chair all District meetings.
- Establish a calendar of District meetings that will coincide with N. FL events, Area Assemblies and Area World Service Committee (AWSC) meetings.
- Establish a working agenda for District Meetings.
- Initiate a District inventory at some point during Panel.

At the AWSC:

- Attend N. FL Area Assemblies and N. FL Area World Service Committee meetings.
- Find members who will serve as Groups Enhancement Persons (GEMs) to serve the Assembly Hospitality Room, Registration, Light Side, or Fun Shop. Reserve extra rooms for them.
- Prepare report of District news including DISL reports for AWSC prior to every Area meeting.
- Encourage service at the District level.

Who Is Eligible:

- At least three years of actively attending Al-Anon meetings as a GR or Alternate GR is recommended.
- *An Al-Anon member who is also a member of AA is not eligible to serve.
- The DR is elected by the District out-going GRs for a three-year term from among the out-going and active past GRs.

Alternate District Representative- ALTDR

Service Responsibility:

- Assist and support the DR.
- Other duties delegated by District or Area.
- Be prepared to step in as DR at District Meetings, N. FL Area Assemblies, and the N. FL Area World Service Committee (AWSC) meetings.
- * Provide written report to District Secretary and DISL before every District Meeting.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- At least three years of actively attending Al-Anon meetings is recommended.
- An Al-Anon member who is also a member of AA is not eligible to serve.
- The Alternate DR is elected by the out-going GRs for a three-year term from among the out-going and active past GRs.

Secretary

Service Responsibility:

- Create an email list of all District officers, Chairpersons, CMAs, GRs and interested persons.
- Maintain updated attendance list for District meetings.
- Take a roll call at the beginning of business meetings for verification of a quorum of qualified voting members: GRs (or elected members from each group designated to vote).
- Ensure all Minutes are sent to the District Archivist, Officers and Groups.
- Attend All District meetings.
- Contact meeting facility to set up future District meetings in coordination with the DR.
- *Set up dates for District meetings in coordination with DR.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- An Al-Anon member who has three years of actively attending Al-Anon is recommended. Being a GR is not a requirement.
- An Al-Anon/Alateen member who is also a member of AA is not eligible to serve.
- The Secretary is elected by the District out-going GRs for a three-year term.

Treasurer

Service Responsibility:

- *Keep accurate and timely records of District funds.
- Attend All District meetings.
- Email reports concerning finances to GRs and CMAs before the District meetings.
- Monitor expenditures vs. income and advise DR and District members.
- Provide an annual budget to be presented to the District for approval.
- Pay bills, write reimbursement checks, prepare checks for seed money.
- *Provide cash for District events when requested.
- Review and maintain all District vendor contracts along with the DR.
- Disburse donations to WSO and N. FL Area.
- Read and be familiar with the Al-Anon/Alateen Service Manual

Who Is Eligible:

- An Al-Anon/Alateen member with at least three years of active Al-Anon membership is recommended.
- An Al-Anon/Alateen member who is also a member of AA is not eligible to serve.
- Being a GR is not a requirement.
- It is recommended to have a computer with financial software programs and computer skills.
- Internet access is necessary.

DISL – District Information Service Liaison

Service Responsibility:

- Assist DR in getting Area World Service Committee (AWSC) and /or Assembly information back to the District.
- Conduct the Chair report part of the agenda during District Meetings.
- Attend all District meetings, N. FL Area Assemblies and N. FL Area World Service Committee (AWSC) meetings.
- Serve as a voting member at AWSC, voice at District meetings and Assembly
- Share N. FL area public outreach projects with the District Public Outreach Chair.
- *Provide written report to District Secretary before every District Meeting.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- An Al-Anon member actively attending Al-Anon meetings for at least three years is recommended.
- An Al-Anon/Alateen member who is also a member of AA is not eligible to serve.
- *The DISL is elected by the District out-going GR's for- a three-year term from among the out-going and active past GR's.

AA Intergroup Chair/Liaison:

Service Responsibility:

- Work with Al-Anon Outreach Committee.
- Share information between AA and Al-Anon regarding activities. Be aware of and communicate conflicting dates of events.
- Prepare a bi-monthly report to the District Secretary and the DISL before every District meeting.
- Attend all District meetings.
- Provide Al-Anon meeting lists and other outreach materials to AA through the AA Intergroup.
- Read and be familiar with the Al-Anon/Alateen Service Manual

Who Is Eligible:

- An Al-Anon member who is also a member of AA is eligible to serve.
- The AA Intergroup Chair/Liaison is elected by the District out-going GR's for a three-year term.

Alateen Chair:

Service Responsibility:

- Coordinate with the DISL and reach out to the Area Alateen Coordinator when needed.
- Work as a team with the Alateen Process Person
- Oversee Alateen training for certification or re-certification of all AMIAS
- Keep an ongoing confidential information list of all AMIAS and their training dates.
- Be familiar with the Alateen Service Manual.
- Attend All District meetings.
- Organize Alateen Team meetings.
- Provide written report to District Secretary and DISL before every District Meeting.
- Ensure there are substitutes for any Alateen meeting.
- Assist and participate in Alateen events.
- Be accessible to AMIAS.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- Only a fully certified AMIAS.
- At least three years of active Al-Anon meeting attendance is required.
- The Alateen Chair is elected by the District out-going GR's for a three-year term. A
- It is not a requirement to be a GR.

Alateen Process Person/Chair:

Service Responsibility:

- Work as a partner with the Alateen Chairperson.
- Record Alateen Team minutes and distribute to all AMIAS.
- Contact potential new AMIAS, first going over the District requirements, then issuing the WSO Application and instructions on fingerprinting for the background check.
- Send completed forms to the North Florida Area Process Person.
- Inform the Alateen Chair and new AMIAS after the application has been approved by WSO.
- Keep electronic records forms and training logs updated and send to the North Florida Alateen Process Person.
- Attend all Alateen Team Meetings.
- Attend all District Meetings.
- Provide written report to District Secretary and DISL prior to every District Meeting.
- *Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- The Alateen Process Person is elected by the District out-going GR's for a three-year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- It is not a requirement to be a GR.
- At least three years of actively attending Al-Anon meetings.

Archivist/Chair:

Service Responsibility:

- Maintain digital files of district business (including District Minutes and Financial Reports and history of District and Groups.
- Attend District Meetings.
- Assist Groups in determining the historical value of their group's records.
- Provide written report to District Secretary and DISL prior to every District Meeting.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- The Archivist Chairperson is elected by the District out-going GR's for a three-year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Actively attending Al-Anon meetings.
- Computer skills are helpful.

GEM – Growth Enhancement Member:

Service Responsibility:

- Be willing to serve as requested by the Area Chairperson.
- Attend and participate at Assemblies or AWSC.
- Exercise a voice but no vote at Assembly and AWSC meetings.

Who Is Eligible:

- This is a voluntary position.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not recommended.
- Active attendance at Al-Anon meetings.

Group Records Chair:

Service Responsibilities:

- Verify and maintain current and accurate records of Group Information.
- Keep N. FL Group Records Coordinator informed of any changes in Group Information.
- Notify Webmaster, Where and When Chairperson and Helpline Chairperson whenever there are changes in a Group's name, meeting time, and/or location.
- Attend District meetings.
- Provide written report to Secretary and DISL before every District meeting
- Maintain an open line of communication with District & Area regarding current group records.
- Stress the need for Groups to get meeting changes to Group Records as soon as change occurs.
- Cooperate with the District Secretary to keep an accurate list of GRs in the District.
- Urge Groups to complete and return the group data sheets sent annually by the WSO.

Who is Eligible:

- The Group Records Chair is elected by the District out-going GRS for a three year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Active attendance at Al-Anon meetings.
- Computer skills are recommended.

Literature Chair:

Service Responsibility:

- Pick up group orders from the LDC and bring them to the District meeting for distribution.
- Attend District Meetings.
- Provide written report to District Secretary and DISL prior to every District meeting.
- Keep the groups updated with LDC Guidelines for ordering, delivery and payment methods.
- Keeps Groups informed of ordering deadlines.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who Is Eligible:

- The Literature Chairperson is elected by the District out-going GRs for a three-year terms.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Active attendance at Al-Anon meetings.

Phone Help Line Chair:

Service Responsibility:

- Keep up to date with new Meeting lists.
- Request payment from District Treasurer as needed to maintain the phone.
- Keep a record of number of calls received and purpose of calls for monthly report.
- Attend all District meetings.
- Provide written report to District Secretary and DISL prior to every District meeting.
- Coordinate with District Treasurer the renegotiation of contracts, as needed.

Who is Eligible:

- The Phone Help Line Chair is elected by the District out-going GRs for a three year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Active attendance at Al-Anon meetings

Public Outreach Chair:

Service Responsibility:

- Get Al-Anon information into the public.
- Assist in communicating outreach projects to groups.
- Inform professionals about Al-Anon and Alateen and provide informational materials.
- Host tables at health fairs and other events
- Inform families and friends of alcoholics about the Al-Anon/Alateen programs through public media, including websites, TV and radio.
- Encourage the media to play Al-Anon's Public Service Announcements.
- Support N. FL Area outreach projects.
- Attend District meetings
- Provide written report to the District Secretary and DISL prior to every District meeting.
- Establish a roster of volunteers and helpers.
- Read and be familiar with the Al-Anon /Alateen Service Manual.

Who is Eligible:

- The Public Outreach Chair is elected by the District out-going GRs for a three-year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Active attendance at Al-Anon meetings.

Webmaster/Chair:

Service Responsibility:

- Keep the website updated with the latest District and Group information.
- Remove items from the calendar as they are completed.
- Send information about District events to the N. FL Webmaster to be posted on the Area website.
- Renew the web domain name and software annually (paid for by the Treasurer).
- Keep Treasurer informed of financial charges.
- Keep District informed of website changes.
- Maintain anonymity on the website.
- Attend District meetings.
- Provide written report to District Secretary and DISL prior to every meeting.
- Read and be familiar with the Al-Anon/Alateen Service Manual.

Who is Eligible:

- The Webmaster Chair is elected by the District out-going GRs for a three-year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Active attendance at Al-Anon meetings.
- Computer skills and web knowledge are required.

WHERE n WHEN Chair:

Service Responsibility:

- Work with commercial printer for update and printing of Where n When.
- Attend District meetings.
- Provide written report to District Secretary and DISL prior to every District meeting.
- Deliver ample supply of Where n When to District meeting for distribution to groups and for other District needs.

Who is Eligible:

- *The Where n When Chairperson is elected by the District out-going GRs for a three-year term.
- An Al-Anon/Alateen member is eligible to serve if they are a member of AA.
- Being a GR is not a requirement.
- Active attendance at Al-Anon meetings.