Al-Anon

District 13

Guidelines for Service Positions

(As of 7-7-24)

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 (Step 7) 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.
*Become a Certified Al-Anon Member in Alateen Service (AMIAS).
*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 Growth Enhancement Members (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.
*Become a Certified Al-Anon Member in Alateen Service (AMIAS).
*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 GRs for a three-year term from among the out-going and active past GRs.

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.

Al-Anon Member in Alateen Service (AMIAS): (updated 7-7-24)

Service Responsibility:

*Provide support to Alateen meetings by attending the meeting, ideally with another AMIAS also present.
*Provide Guidance to the Alateens as they conduct their meeting.
*Provide or recommend appropriate Conference Approved Literature (CAL) for meeting topics, Alateen readings, conflict resolutions, etc.
*Ensure attendance is limited to young people affected by someone else's drinking and AMIAS (designated as Families and Friends Only meetings).

Who is Eligible:

*Must be an Al-Anon member who regularly attends Al-Anon meetings.
*Must be at least 21 years of age.
*Must be a current member with at least two (2) years in Al-Anon in addition to time as an active member of Alateen.
*Must not have been convicted of a felony, have not have been charged with child abuse or any other inappropriate sexual behavior, and have not demonstrated emotional problems, which could result in harm to an Alateen member.
*Must submit to Area certification requirements including fingerprinting and background check (every 3 years).
*Must complete additional fingerprinting and background check if Alateen meeting will be held in a facility that requires certification beyond the Area's requirements.
*Must complete Forms, Requirements, Experience, Strength and Hope (FRESH) training provided by the Area annually
*Must be familiar with the Area Safety and Behavioral Requirements for AMIAS.
*Must be familiar with WSO's Alateen Service e-manual.
*Members of AA may serve as AMIAS as long as they meet the qualification requirements and maintain their anonymity.

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.
*Inform the Alateen Chair and new AMIAS after the application has been approved by WSO.
*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.