

POSITION TITLE: Alternate Delegate/*Forum* Coordinator

UPDATE DATE: 5/11/2018

UPDATED BY: 2018 Alternate Delegate/*Forum* Coordinator

POSITION DESCRIPTION

The Alternate Delegate/*Forum* Coordinator must be an AI-Anon member elected at the Area Assembly. This is a two-fold position:

- To fill in as Delegate, if needed (See Delegate job description).
- As *Forum* Coordinator, encourage groups and members to submit sharings to *The Forum* and to subscribe.

JOB REQUIREMENTS

- ❖ Must meet requirements as stated in the WIUPMI Policy Manual, General Policies section:
 - An outgoing District Representative (DR),
 - A DR who has resigned his/her position to serve a current Assembly assignment, or
 - A former 3-year DR who remains active at the Area level, i.e., Area World Service Committee (AWSC), and regularly attends meetings.
- ❖ Familiar with the Twelve Concepts of Service.
- ❖ Have access to a computer and be comfortable with using email.

DUTIES & RESPONSIBILITIES

- ❖ Ongoing
 - Conduct *Forum* writing workshops, as requested.
 - Read *The Forum*.
 - Upon learning of the death of an AWSC member, the Alternate Delegate will notify the members of the AWSC and send condolences to the immediate family of the deceased.
- ❖ Semi-annual
 - Attend Policy Committee meetings (if scheduled), Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit report, if necessary.
 - Be responsible for the *Forum* display with complimentary copies of *The Forum* and subscription forms at AWSC meetings and Assemblies.
- ❖ Annual
 - Attend the North Central Regional Delegates Meeting (NCRDM). This meeting is to prepare the new Delegates and Alternate Delegates from the Region for the World Service Conference.

PUBLISHED RESOURCES

- ❖ Area Forum Coordinators Guideline (G-32).
- ❖ AI-Anon/Alateen Service Manual.
- ❖ WIUPMI Policy Manual.
- ❖ *The Forum*.

OTHER RESOURCES

- ❖ WSO's AFG Connects.
- ❖ Delegate job description.