

POSITION TITLE: Delegate

UPDATE DATE: 5/11/2018

UPDATED BY: Delegate (Panel 56, 2016-2018)

POSITION DESCRIPTION

The Delegate is an Al-Anon member elected at the Area Assembly to represent all the groups in the Area at the annual World Service Conference. The Delegate is the primary communication link between the groups and the World Service Office (WSO).

JOB REQUIREMENTS

- ❖ Must meet requirements as stated in the Al-Anon/Alateen Service Manual.
- ❖ Have access to a computer and be comfortable with sending and receiving email and documents.
- ❖ Familiar with Al-Anon's Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- ❖ Familiar with Al-Anon's Literature.
- ❖ *Recommended: Be a certified Al-Anon Member Involved in Alateen Service (AMIAS).*
- ❖ *Useful Skills: Familiar with the use of Microsoft PowerPoint software.*

DUTIES & RESPONSIBILITIES

- ❖ Annual
 - Attend the World Service Conference and report back to the Assembly in May. It is suggested to take love gifts to the WSC and send post cards to all the Officers, Coordinators, DRs, and Alternate DRs while at Conference. Order enough copies of the Conference Summary for each member of the AWSC.
 - Attend the North Central Regional Delegates Meeting (NCRDM). The purpose of this meeting is to prepare the new Delegates from the Region for the World Service Conference.
 - Represent the Area at the Alateen Midlake Conference.
 - Represent the Area at the WIUPMI Area Conference.
- ❖ Semi-annual
 - Attend Policy Committee meetings (if scheduled), Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit your report to the Secretary by the deadline. Pass on any new information from the WSO.
 - Represent the Area at the two AA Conferences (Northern and Southern).
- ❖ As needed
 - Serve on and perform the duties of either a Committee or Task/Thought Force for the WSO.
 - Send welcome letter to all new registered groups with information about Assemblies.
 - Speak at District functions or Conventions, as requested.
 - Stay in contact with World Service Office and submit any feedback from the groups when asked.
 - Maintain the WIUPMI AWSC Update Form with WSO.
 - If the Delegate cannot attend any AA Conference, participate in the Regional Alateen Convention, District Workshops or the TEAM event, the Alternate Delegate will represent the Delegate. This is followed by the Chair, Secretary, and Treasurer if the Alternate cannot attend.
 - Following your term, act as a mentor to your successor.

- ❖ End of term
 - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

PUBLISHED RESOURCES

- ❖ Al-Anon/Alateen Service Manual.
- ❖ Area 61 Policy Manual.

OTHER RESOURCES

- ❖ WSO's AFG Connects and Website.
- ❖ Designated Trustee.
- ❖ Service Sponsor.
- ❖ Former Area Delegates.