POSITION TITLE: **Delegate**

UPDATE DATE: May 1, 2009

UPDATED BY: Group Services Committee

POSITION DESCRIPTION

The Delegate is an Al-Anon member elected at the Area Assembly to represent all the groups in his or her 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 Area 61 Policy Manual, General Policies section: a) an outgoing District Rep, b) a DR who has resigned his/her position to serve a current Assembly assignment, or c) a former 3-year DR who remains active on the Area level, i.e., Area World Service Committee (AWSC), and regularly attends meetings.
- Have access to a computer and be comfortable with using email.
- Familiar with the Twelve Concepts of Service.
- *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.
- Semi-annual
  - Attend Policy Committee meetings (if scheduled), Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit report, if necessary. Pass on any new information from the WSO.
  - Represent the Area at the two AA Conferences (Northern and Southern).
- Ongoing
  - 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.
  - Speak at District functions or Conventions, as requested.
  - Stay in contact with World Service Office and submit any feedback from the groups when asked.
- After elections for the next term, submit all the new information on Officers, Coordinators and DRs to the World Service Office.
- At the final World Service Conference, arrange for a speaker from the WSO staff/volunteers to speak at the Area Fall Assembly the following year.
- Act as the main Al-Anon speaker at the Area Fall Assembly in the final year of his/her term.

PUBLISHED REFERENCES

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

OTHER REFERENCES

- WSO's e-Community.
- Designated Trustee.