

**POSITION TITLE:** Alternate Delegate/*Forum* Coordinator

**UPDATE DATE:** 7/2021

**UPDATED BY:** Alternate Delegate/*Forum* Coordinator (Panel 59, 2019-2021)

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#### **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 subscribe and to submit sharings to *The Forum*.

#### **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.
- ❖ *Recommended: Be a certified AI-Anon Member Involved in Alateen Service (AMIAS).*
- ❖ *Useful Skills: Familiar with the use of Microsoft PowerPoint software.*

#### **DUTIES & RESPONSIBILITIES**

- ❖ Ongoing
  - Conduct *Forum* writing workshops, as requested.
  - Read *The Forum*.
  - Keep up to date of postings on AFG Connects for Forum Coordinators.
  - 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.
  - Report on *Forum* sales and other related news at Area meetings.
- ❖ 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.
- ❖ As needed
  - To fill in as Delegate, if needed (See Delegate job description).
  - After your Panel is completed, mentor the new Alternate Delegate/*Forum* Coordinator.

**PUBLISHED RESOURCES**

- ❖ Area Forum Coordinators Guideline (G-32).
- ❖ AI-Anon/Alateen Service Manual.
- ❖ WIUPMI Policy Manual.
- ❖ *The Forum* (subscription provided automatically by the WSO).

**OTHER RESOURCES**

- ❖ WSO's AFG Connects (for Forum Coordinators).
- ❖ Delegate job description.
- ❖ Former Alternate Delegate/Forum Coordinators.

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