

Description of Area Alternate Delegate

Overview of Position:

- A District Representative, Coordinator who was a District Representative, previous District Representative or Past Delegate (after an interim 3-year term) who have remained active at the area level may be elected to work closely with the World Service Delegate to participate in Area world service activities, and to replace the Delegate if the latter cannot fulfill his/her 3-year term.
- The Alternate Delegate is the Group Records Coordinator for the Area
- The Alternate Delegate is the AFG Connects support for the Area.

Pre-Requisites:

- Must have been a District Representative, Coordinator who was a District Representative, previous District Representative or Past Delegate (after an interim 3-year term)
- Good communication skills are essential for this position, and the Alternate Delegate will be working with both experienced and inexperienced members when it comes to the use of the internet and emails.
- Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO. Have access to an electronic device with sufficient capability for participation in on-line meetings and training sessions as provided by World Service Office
- Must have sufficient internet skills to be able, with instructions, access and update the World Service Office Group Records
- Must be available to check emails on a daily basis to ensure prompt passing on of any meeting updates/changes to the Website Coordinator in a timely manner
- Having been a District Rep, have sufficient experience with AFG Connects to assist members in its use

Motion 4/17: That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: "must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO." Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meeting:

- Attendance twice a year is expected – meetings are held in spring and fall, usually in March and September each year.
- Have a report ready (10 min. Max)
- May volunteer for assembly jobs such as workshops or town hall meetings
- Assist Chairperson in writing on whiteboard to determine themes and workshops
- Present a summary of the Assembly Evaluations tabulated from the previous assembly, with highlights or points of note.
- Be available to assist members with the use of AFG Connects, and be able to provide them with instructions documents
- Bring laminated table cards with AWSC positions to Committee.
- Bring whiteboard and whiteboard markers to committee and assembly meetings for notations.
- Provide each DR with the listings of all the Al-Anon meetings in their district, and have them note any required changes in the meeting and GR/contact, and then pass on the meeting changes to the Website Coordinator to have the Area website updated

Responsibilities at Assembly:

- Attendance twice per year is expected – meetings are held in spring and fall, usually in June and November each year.
- Have a report ready (5 min. Max)
- Incoming personal sharing (15 min.) Spring Assembly – year 1
- Outgoing service sharing (15 min.) Fall Assembly – year 3

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- In conjunction with the World Service Delegate, provide for orientation of new GR's and DR's at Spring Assembly
- Chair Ask-it-Basket meeting on Saturday night of Assembly and call on the team of Table Officers and DR's to present the responses on Sunday morning.
- Review Evaluations of Spring and Fall Assemblies and provide feedback to the subsequent Committee Meetings.
- Be available to assist members with the use of AFG Connects, and be able to provide them with instruction documents
- Bring whiteboard and whiteboard markers to committee and assembly meetings for notations.
- Provide each DR with the listings of all the AI-Anon meetings in their district, and have them note any required changes in the meeting and GR/contact, and then pass on the meeting changes to the Website Coordinator to have the Area website updated

On-going Responsibilities/Job Details:

- Keep a current copy of the Group Records Coordinator (see guideline G36) and be aware of any changes to the position
- On a daily basis check the Alternate Delegate email for and group information changes/updates, or World Service Office policy regarding listing of AI-Anon meetings. If there is a change/addition to group information, update the World Service Office Group Records, and if the change affects the website, pass on the information to the Website Coordinator in a timely manner
- Monitor the AFG Connects Group Records Coordinator community on a minimum of a weekly basis, and share information where appropriate, and passing information regarding the website on to the Website Coordinator where appropriate.
- Upon receipt of the In-The-Loop, review and pass on any pertinent information to the members, and if it pertains to the website on to the Website Coordinator, in a timely manner
- Maintain instructions on how to access and use the AFG Connects to be provided to new and existing members of the Area Service Committee, and be available to assist members in its use
- Send out the Welcome Letter to new groups registered in Area 89.
Motion 10/18: Rose B./Jean H. that Area 89 adopt the new Group Welcome letter to be sent to all newly registered groups by the Area Group Records Coordinator. **Carried**
- As Chair of Ask-It-Basket, keep a copy of past Ask-It-Basket questions, available from the Area website, and be familiar with the questions and answers that have been asked in the past
- Assist DR's in encouraging GR's to sign up for AFG Announcement and In-The-Loop
- Ensure that DR's have the necessary instructions and forms for informing World Service Office of any changes to meetings and GR/contact.
- Coordinate with the Area Alateen Coordinator to ensure that all information regarding the Area Alateen meetings are correct on the website, and if not, pass the required changes on to the Website Coordinator to have the website updated
- Ensure that each meeting in the Area has had the CMA (Current Mailing Address) verified each year

By the end of your term, clean and organize any boxes being passed on to the new person. Update your Job Guideline and submit it to the Area Secretary.

Updated May 2020