

## **Name of Position – World Service Delegate** (3 year term)

**Overview of Position** - The World Service Delegate is a channel/conduit through which information flows from the Area to the world Service Office and/or Conference and from these bodies back to the Area. The Delegate is the bridge of understanding linking the groups in his/her Area with the world-wide fellowship of Al-Anon/Alateen to help them continue to function in unity. The Delegate is the servant of Al-Anon as a whole. (paraphrased from the Al-Anon/Alateen Service Manual, 2018-2021, pages 146-147.)

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.

**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**

**Prerequisites:** Must be a past District Representative

### **Responsibilities at Committee Meeting** -

- Attendance twice a year is expected – usually March and September
- May volunteer for various committee initiatives/jobs
- May volunteer for assembly jobs such as workshops or town hall meetings
- Present a Delegate’s Report

### **Responsibilities at Assembly Meeting** -

Attendance twice a year is expected – meetings are held in Spring and Fall, usually in June and November each year

Incoming personal sharing Spring Assembly – year 1

Outgoing service sharing Fall Assembly – year 3

Help to lead the DR/GR Orientation on Friday evening at the Spring Assembly (along with the Alternate Delegate and Alateen Coordinator.)

Attend Saturday evening “Ask-it-Basket” session. It is helpful to bring along a copy of the AL-Anon/Alateen Service Manual, and be familiar with its contents, as well as the Concepts and Traditions.

Participate through a leadership role in workshops, etc. as asked and when possible

Assist the Area Chairperson and AWSC as required

Present a Delegate’s Report

### **On-going Duties and Responsibilities -**

To attend the World Service Conference each year of his/her 3 year term; duties identified pages 146-147, Al-Anon/Alateen Service Manual, 2018-2021.

To attend the Canadian Delegate's Meeting at the WSC held the evening before the Conference Registration and orientation begins. At that meeting the Delegate shares information with other Canadian Delegates about his/her Area, serves on such committees as required and brings valuable information on Al-Anon throughout Canada back to his/her Area.

In the Area, the Delegate gives his/her report to two Assemblies and two Area World Service Committee Meetings a year; one primary report is given at the first Assembly after the WSC. The other three reports are usually updates concerning new information which has come to the Delegate and/or information which was left out of the initial report due to time constraints.

At the Assemblies and AWSC meetings, the Delegate gathers information from the Districts through District reports and through interaction with the District and Group Representatives (DR's and GR's). This helps him/her to present the Area's perspective at the next Conference.

In between WSC, the Delegate receives information on an on-going basis from the WSO and from the Board of Trustees. Most of this information is shared with the Area through reports, however sometimes Districts need to be polled and information returned to the WSO.

The Delegate may serve as a contact for public inquiries within the Area if the Public Outreach Coordinator is not available.

All information which is received by the Area Coordinators from WSO is also sent to the Delegate, who is responsible for keeping current with all the information affecting the Area.

The Delegate is encouraged to visit as many Districts as possible when invited to do so and should be prepared to assist with workshops and/or service sharings as requested.

### **Annual Budget Amounts—**

Expenses to attend World Service Conference – varies

Motion 07/13 That Saskatchewan Al-Anon pay the full amount to send our Delegate to the World Service Conference each year.

### **Area Expenses-**

Motion 12/15 That the Delegate's expenses be separated into the two following line items:

1. Delegate- Canadian Delegate Meeting Expenses - \$300.00
2. Delegate-Area Expenses - \$350.00 (given as an Advance at the beginning of each year.)

**How the budget is used – (submit receipts to Area Treasurer quarterly)**

The Area Expenses Budget (\$350.00) is used to offset expenses incurred on Area business/duties during the year. To share costs to attend district/group events as invited (groups/districts are encouraged to be self-supporting, costs can be shared if prohibitive)

The budget (\$300.00) for attending the Canadian Delegate's Meeting prior to the World Service Conference is accounted for separately in the financial statements. This includes the one hotel's night expense and meals incurred while travelling to and from the Conference. The Treasurer issues a cheque for these amounts at the time when receipts are submitted.

**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 2018 )**