

**AI-Anon District 1  
Service Positions  
(Revised September 12, 2020)**

*The district is the first link from the groups to the Area, the WSO, and the World Service Conference. Districts are comprised of a number of groups within a geographical part of a city, state, or province that meet as needed. The Group Representatives (GRs) from the groups in this geographical area attend the district meetings to represent their group. Decisions may be made on holding local functions, doing local outreach, and news will be disseminated to and from the groups.*

**District Representative**

- The District Representative calls and chairs District meetings of all GRs (or other representative of the Group), District Officers (Alternate District Representative, Secretary and Treasurer), service chairs in the District and anyone who wishes to attend,
- Is familiar with the Steps, Traditions and Concepts and the duties of DR as listed in the Service Manual and WSO Guidelines,
- Works with groups to solve problems and strengthen recovery,
- Usually attends all AFG meetings in the District at least once per year,
- Attends all AWSC and Assembly meetings, providing regular input and support at Area,
- Brings information from the Area meetings to the District,
- Is not a current or former member of Alcoholics Anonymous,
- Must be able to use email and be available for communication from Groups and from Area service arms.
- Receives and answers contact emails from the website.

**Alternate District Representative**

The Alternate DR will step in and serve as DR if the need arises.

- Is familiar with the Steps, Traditions and Concepts and the duties of DR as listed in the Service Manual and WSO Guidelines,
- Is not a current or former member of Alcoholics Anonymous,
- Must be able to use email and be available for communication from Groups and from Area service arms.

In addition, the District Panel can create specific jobs for this position, to include:

- Keeps in touch with the GRs of the district to learn the views of the groups and their problems, which, in turn, he or she may report to the District Representative,
- Assists with promotion of The Forum in the District,
- Visits all the groups in her or his district, particularly new groups, to make sure they are getting necessary information and help,
- Urges every group to complete and promptly return the group data sheets sent out annually by the World Service Office,
- Serves as Group Records chair for the District.

### **DISL. [District Information Service Liaison]**

An Al-Anon Information Service Liaison is a position unique in our Area, as the organizer of the various service chairs in a District. A DISL can also have the following responsibilities:

- Attends AWSC and Assembly to provide additional input and service from our District to and from Area information,
- Can hold periodic meetings attended by all the Service chairs (Alateen, Public Outreach, AA Liaison, Newcomers, Website, etc.) where activity reports, including a financial update, are made and matters regarding the groups are discussed,
- Creates and distributes a local, District newsletter.

### **AA Liaison**

Although a separate entity, Al-Anon should always cooperate with Alcoholics Anonymous. In relating to local AA groups or central offices, the Al-Anon Liaison:

- Acts as liaison with local AA Intergroup for Al-Anon Twelfth Step referrals.
- Submits Al-Anon/Alateen meeting information for inclusion in AA's local meeting list, if asked to do so,
- Works with AA service arms who would like Al-Anon participation in AA events (such as Founders Day).

### **District Secretary**

- Attends all District meetings and takes minutes,
- Sends minutes out to all Group Contacts for approval,
- Can assist with Newsletter and/or Website.

### **District Treasurer**

- Keeps District bank account up to date and makes regular reports at District Meetings,
- Pays all bills approved by District Panel,
- Receives and deposits into the District bank account all monetary donations from local Groups and other sources,
- Keeps the District PO Box,
- Provides financial information and feedback during budget discussions,
- Pays regular donations to Area and WSO as directed by the District Panel.

### **Public Outreach**

- Works with Area Public Outreach Coordinator and/or DR to provide Public Outreach in the district,
- Makes regular reports to the District about Outreach opportunities and activities,
- Assures information on meetings on the website is kept up to date,
- Coordinates volunteers in carrying out Public Outreach activities,
- Manages the use of Al-Anon Tablecloth, Banner, and other outreach materials.

### **Newsletter Chair**

- Observes the guidelines below from G-21, Guidelines for Newsletter Editors, found on the WSO website.
- This newsletter may be published on our local website, and also may be made available for printing if someone wants to download it.

### **Literature Chairperson**

- Keeps the supply of District-purchased Al-Anon and Alateen literature in a safe, accessible location,
- Consults with the District Trusted Servants and GRs to determine what titles and quantities of literature to purchase and keep on hand,
- Keeps track of all sales and submits a regular report of titles sold and monies brought back into the District treasury,
- Accepts donations of used literature and meditation book covers for resale,
- Keeps display materials for setting up a CAL literature table at meetings and events (I have and will pass along to future Chairpersons the District table cloth, smaller, decorative cloths, card-stock color displays of the literature titles with their prices, painted rocks and Al-Anon scroll pens, event fliers that can be taped to the table). Chairperson can also receive and fill individual and Group orders,
- Keeps a written listing of policies and conditions for purchase and sale of literature. (See additional document).

### **Website Chair**

- Maintains and updates the district website,
- Upgrades and expansion of the site depend on the knowledge and ability of the chairperson who takes on this service position,
- Is familiar with (G-40) Guidelines for Al-Anon Web Sites, and the pamphlet (S-66) FAQ for Al-Anon Web Sites,
- District Website Chair should have some familiarity with web technology and be able to attend District Meetings.

Our District 1 Website: [tallyalanon.org](http://tallyalanon.org)

North Florida Area 9 Website: [www.afgarea9.org](http://www.afgarea9.org)

District 1 mailing address: P.O. Box 13163, Tallahassee, FL 32317-3163

### **Group Representative (GR)**

- Acts as liaison between the group and the district and between the group and the Assembly,
- Represents the group at District Meetings and Area Assembly meetings. The GR brings that information back to the group,
- Is familiar with the current copy of the *Al-Anon/Alateen Service Manual* (P-24/27), and encourages its use among group members,
- Encourages Alateen sponsorship in accordance with Area Alateen Safety and Behavioral Requirements,
- Serves as local representative of the Al-Anon/Alateen magazine, *The Forum*, by:

- Acquainting members with its usefulness,
  - Suggesting personal subscriptions,
  - Submitting group subscriptions to the WSO,
  - Encouraging members to write articles.
- Is elected for a three-year term,
- Encourages the Group to elect an Alternate GR,
- Is familiar with the Service Manual as well as publication (G-11) Group Representatives found on the WSO website,
- If a Group does not have an elected Group Representative, they should at least have someone from the Group as a Group Contact (Name, Phone and email) and try to have someone come to the District Meetings.