

**Al-Anon District 1
November 2015
Service Positions**

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 (Susan R.)

- The District Representative calls and chairs District meetings of all Groups and service chairs in the District.
- They are familiar with the Steps, Traditions and Concepts and the duties of DR as listed in the Service Manual and WSO Guidelines.
- They work with groups to solve problems and strengthen recovery.
- Usually attend all meetings in the District at least once per year.
- Attend all AWSC and Assembly meetings, providing regular input and support at Area.
- Can not also be a member of Alcoholics Anonymous.
- Must be able to use email and be available for communication from Groups and from Area service arms.

Alternate District Representative (open)

The Alternate DR will step in and serve as DR if the need arises. In addition the District Panel can create specific jobs for this position, to include:

- To keep 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.
- To assist with promotion of The Forum in the District
- To visit all the groups in her or his district, particularly new groups, to make sure they are getting necessary information and help.
- To urge every group to complete and promptly return the group data sheets sent out annually by the World Service Office.
- To serve as Group Records chair for the District

AISL. [Al-Anon Information Service Liaison] (open)

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

- Work with Public Outreach Coordinator of the Area.
- Attend AWSC and Assembly to provide additional input and service from our District to and from Area information.
- Serves as an avenue for local public outreach service, which is channeled through the districts whenever possible.
- May maintain a Web site that is linked to their Area Web site, or work with a Website Chair.

- 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.
- Create and distribute a local, District newsletter .

AA Liaison (open)

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

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

District Secretary (Erik R.)

- Attends all District meetings and takes minutes.
- Sends minutes out to all Group Contacts for approval
- Assists the DR in keeping records of Group information if there is no Group Records Chair
- Can assist with Newsletter and/or Website

District Treasurer (Lori S.)

- Keeps District Bank account up to date and makes regular reports at District Meetings.
- Pays all bills approved by District Panel
- Keeps the District PO Box
- Provides financial information and feedback during budget discussions
- Pays regular contributions to Area and WSO as directed by the District Panel

Public Outreach (Adrienne)

- Works with Area Public Outreach Coordinator and/or DR to provide Outreach
- Makes regular reports to the District about Outreach opportunities and activities
- Manages the District Phone number/answering service
- Keeps information on meetings on the answering service up to date
- Chairs a task force on possible Outreach activities
- Manages the use of Al-Anon Tablecloth and Banner

Newsletter Chair (open)

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

Literature Chair (Ellen D)

Will provide information about current Conference Approved literature (written and online) at the district level and to the AFGs in the district.

Website Chair (Chris J)

- A District website currently exists and needs to be maintained and updated.
- Upgrades and expansion of the site depend on the knowledge and ability of the chairperson who takes on this service position.
- Additional information about creating and maintaining Al-Anon and Alateen websites are in the publication (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: www.tallyalanon.org

North Florida Area Website: www.northfloridaal-anon.org

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

Group Representative (GR)

- Act as liaison between the group and the district and between the group and the Assembly.
- Represent the group at District Meetings and Area Assembly meetings. The GR brings that information back to the group.
- Be familiar with the current copy of the *Al Anon/Alateen Service Manual* (P-24/27), and encourages its use among group members.
- Encourage Alateen sponsorship in accordance with Area Alateen Safety and Behavioral Requirements.
- Serve 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.
- More detailed information is available in the Service Manual as well as publication G-11 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.