

District 159 Service Position Guidelines

These Guidelines contain information about District 159's Service Positions and their roles and responsibilities. In addition to the information contained here most position Guidelines can be found on the Al-Anon Member's webpage (<http://al-anon.org/members/service-structure/area-resources/item/365-guidelines-and-other-service-tools>.)

In addition to the 12 Steps and particularly the 12 Traditions, it is important to note:

- Our service officers and leaders are trusted servants; they do not govern.
- Rotation gives all members the privilege of serving.
- Qualifications and terms of service are suggestions, not mandatory.
(Please note Al-Anon restrictions on certain positions.)

Term Limits: In an effort to avoid dominance, it is suggested that members serve only one full term in any Service Position. However, the group conscience of the voting members may elect a person to a second term. Beyond the 2nd full term, it is strongly suggested that the member not serve in that same Service Position until at least one full panel has passed.

District Representative (DR)

The DR represents the District at Area World Service Committee (AWSC) meetings as a voting member and at the Area Assemblies as a non-voting member. In addition to attending the Area level meetings each year of the panel, the DR sets the agenda and chairs the monthly District meetings and serves as a resource and information source for the Groups. The DR also disseminates the Area Delegate Conference information to the Group Representatives (GR's). The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Must have served a full three year panel as Group Representative (GR) of the same Group in District 159 by the end of the current panel. Willingness and ability to make the commitment.

Restrictions: The DR may NOT be a member of Alcoholics Anonymous.

Alternate District Representative (Alt DR)

The Alt DR fills in for the DR if the DR is unable to attend Area Assemblies and AWSC meetings. The Alt DR attends District/Information Services meetings and chairs such meetings when the DR is unable to attend. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

In the event that the DR is unable and/or unwilling to complete their term, the Alt DR would assume the duties of the DR and complete that Panel as the DR. The District would determine if the Alt DR Service Position would need to be filled for the remainder of that Panel.

Requirements: Must have served a full three year panel as GR of the same Group in District 159 by the end of the current panel. Willingness and ability to make the commitment.

Restrictions: The Alt DR may NOT be a member of Alcoholics Anonymous

AI-Anon Information Service Liaison (AISL)

The AISL represents the District's Information Services as a voting member at the AWSC and attends the Assembly meetings as a non-voting member each year; coordinates the reports of the District Information Service (IS) chairpersons and facilitates the IS segment of the District meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Must have served a full three year panel as GR of the same Group in District 159 by the end of the current panel. Willingness and ability to make the commitment.

Restrictions: The AISL may NOT be a member of Alcoholics Anonymous.

Alternate AI-Anon Information Service Liaison (Alt AISL)

The Alt AISL fills in for the AISL if the AISL is unable to attend Area Assemblies and AWSC meetings. The Alt AISL attends District/Information Services meetings and facilitates the Information Service segment of such meetings when the AISL is unable to attend. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

In the event that the AISL is unable and/or unwilling to complete their term, the Alt AISL would assume the duties of the AISL and complete that Panel as the AISL. The District would determine if the Alt AISL Service Position would need to be filled for the remainder of that Panel.

Requirements: Must have served a full three year panel as GR of the same Group in District 159 by the end of the current panel. Willingness and ability to make the commitment.

Restrictions: The Alt AISL may NOT be a member of Alcoholics Anonymous.

District Secretary

The District Secretary takes and reads the minutes at the District/Information Services meetings and is responsible for any correspondence that needs to be sent out on behalf of the District. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Any active Al-Anon member can serve as District Secretary. Willingness and ability to make the commitment.

Restrictions: None

District Treasurer

The District Treasurer keeps and disburses the money as determined by the District. The District Treasurer also submits regular financial reports to the District and pays the District's expenses. The District Treasurer maintains projected and current budget for the District's approval. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Any active Al-Anon member can serve as District Treasurer. Willingness and ability to make the commitment.

Restrictions: None

Literature Distribution Center (LDC) Chairperson/Co-Chairperson

The LDC provides Al-Anon Groups with local access of Al-Anon books, pamphlets, booklets, kits, posters, films and other Al-Anon material. The LDC purchases literature (at a discounted rate) from the WSO. The difference between the cost of material purchased and the income from sales is used for operating expenses and inventory. The excess will be given to the District to support Al-Anon Services including Public Outreach. The LDC Chairperson will provide periodic financial reports to the District. There is no maximum term of service for the Chairperson or Co-Chairperson for the LDC.

Requirements: Any active Al-Anon member can serve as LDC Chair. Willingness and ability to make the commitment.

Restrictions: None

Group Representative (GR)

The GR represents the Al-Anon group from which they are elected at District /Information Services meetings and Area Assemblies and reports back to the group; votes on behalf of the group; familiarizes themselves with the current copy of the Al-Anon/Alateen Service Manual; keeps members informed about information from the District, Area, and World Service Organization. Encourages election of an Alternate Group Representative (Alt GR) and keeps the Alt GR informed if unable to attend District and Area Assembly meetings; encourages group contributions to our service arms in keeping with Tradition Seven. For additional information see Al-Anon Guidelines form G-11 - Group Representatives (<http://al-anon.org/members/pdf/guidelines/G11.pdf>.)

Requirements: Any active Al-Anon member with a willingness to represent the Group at District/Information Services meetings and Area Assemblies in order to carry the message of Al-Anon's group conscience. A GR should have a basic knowledge of Al-Anon Traditions and Concepts of Service and how they are applied in our Groups.

Restrictions: The GR may Not be a member of Alcoholics Anonymous

Alternate Group Representative (Alt GR)

The Alt GR represents the Al-Anon group from which they are elected at District/Information Services meetings if the GR is unable to attend. In the event that the GR is unable and/or unwilling to complete their term, the Alt GR would assume the duties of the GR. Another Alt GR may then be elected.

Requirements: Any active Al-Anon member with a willingness to represent the group at District meetings and Area Assemblies in order to carry the message of Al-Anon's group conscience. An Alt GR should have a basic knowledge of Al-Anon Traditions and Concepts of Service and how they are applied in our Groups.

Restrictions: The Alt GR may Not be a member of Alcoholics Anonymous

Information Service Positions

Alateen Chairperson

The Alateen Chairperson coordinates Alateen activities regarding Alateen meetings, both current and new, Alateen Group Sponsors, and ensures compliance with the Florida South Area 10 Alateen Safety and Behavioral Requirements. The Alateen Chairperson receives Alateen information from the Area Alateen Coordinator and the Area Alateen Processing Person (AAPP) and dispenses that information to the District AMIAS and GR's at the District/Information Services meetings. The Alateen Chairperson also coordinates any Alateen projects in the District. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member who is also an active AMIAS (Al-Anon Member in Alateen Service) can serve as Alateen Chairperson.

Restrictions: None

Archives Chairperson

The Archives Chairperson is responsible for preserving and maintaining historical documentation pertaining to District 159 that has been collected over the years, and as such maintains the District's archives. The Archives Chairperson also receives archives information from the Area Archives Coordinator and dispenses that information to the GR's at the District /Information Services meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as Archives Chairperson.

Restrictions: None

Cooperating With the Professional Community (CPC) Chairperson

The CPC Chairperson coordinates any CPC projects in the District, such as sending out letters and meeting with professionals to let them know what Al-Anon is about. The CPC Chairperson receives information from the AISL and dispenses that information to the GR's at the District /Information Services meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel. See Al-Anon Guidelines form G-29 Al-Anon/Alateen Public Outreach Service - Outreach to Professionals (<http://www.al-anon.org/members/pdf/guidelines/G29.pdf>.)

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as CPC Chairperson.

Restrictions: None

Group Records Chairperson

The Group Records Chairperson receives Group Records information from the Area Group Records Coordinator and dispenses that information to the GR's at the District /Information Services meetings. The Group Records Chairperson maintains the District 159 Where and When meeting schedule and Confidential List of all GR's, District Officers, and Chairpersons. All Group records' paperwork is processed through this Chair. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as Group Records Chairperson.

Restrictions: None

Institutions Chairperson

The Institutions Chairperson coordinates any Institutions-related projects in the District, such as taking informational meetings into institutions. The Institutions Chairperson receives Institutions information from the AISL and dispenses that information to the GR's at the District/Information Services meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel. See Al - Anon Guidelines form G-9 Al -Anon/Alateen Public Outreach Service - Outreach to Institutions (<http://www.al-anon.org/members/pdf/guidelines/G9.pdf>.)

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as Institutions Chairperson.

Restrictions: None

Latino Public Outreach Chairperson

The Latino Public Outreach Chairperson serves as liaison between Spanish and English speaking members of the community. The Latino Public Outreach Chairperson receives information from the Area Spanish Coordinator and dispenses that information to the GR's at the District /Information Services meetings. The Latino Public Outreach Chairperson coordinates Spanish Public Outreach opportunities, works with the District's Public Information, CPC, and Institutions Chairs to provide Spanish language assistance as requested. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active bilingual Al-Anon member can serve as the Latino Public Outreach Chairperson.

Restrictions: None

Literature Chairperson

The Literature Chairperson receives information from the LDC Chairperson and/or Area Literature Coordinator and dispenses that information to the GR's at the District/Information /Services meetings. The Literature Chairperson provides information on new literature being developed by WSO, promotes the Forum magazine and requests member's shares per the WSO. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as Literature Chairperson.

Restrictions: None

Newsletter Chairperson

The Newsletter Chairperson compiles the District's newsletter, The Beacon, an important tool used to update group members about upcoming events: District events, Area Assemblies, workshops, Conventions, Conferences, and Group anniversaries and disseminates it throughout the District. The Newsletter Chairperson also receives information from the Area Newsletter Coordinator and dispenses that information to the GR's at the District/Information Services meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as Newsletter Chairperson.

Restrictions: None

Public Information Chairperson

The Public Information Chairperson coordinates any Public Information projects in the District, such as sending out letters to the media to let them know about Al-Anon and distributing our Public Service Announcements (PSA's) to local radio and television stations. The Public Information Chairperson receives Public Outreach information from the AISL and dispenses that information to the GR's at the District /Information Services meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel. See Al Anon Guidelines form G-10 AI - Anon/Alateen Public Outreach Service - Outreach to the Public/Media (<http://www.al-anon.org/members/pdf/guidelines/G10.pdf>.)

Requirements: Willingness and ability to make the commitment. Any active Al-Anon member can serve as Public Information Chairperson.

Restrictions: None

Speaker Bureau Chairperson

The Speaker Bureau Chairperson maintains a current list of all members willing to speak at Speaker meetings. The Speaker Bureau Chairperson provides a copy of Speaker Guidelines (G-1) to those willing to speak, requests speaker volunteers throughout the District and reports on all speaking activities at the District/Information Services meetings. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active AI-Anon member can serve as Speaker Chairperson.

Restrictions: None

Telephone Answering Service (TAS) Chairperson

The TAS Chairperson works closely with the local contracted Answering Service Provider and the Group Records Coordinator, updating the TAS as appropriate. The TAS Chairperson supplies the TAS with names and phone numbers of current volunteers willing to take calls from people needing support and informs the District of call records and expenses. The term of service shall be three years and coincide with the three year term of the Florida South Area 10 Panel.

Requirements: Willingness and ability to make the commitment. Any active AI-Anon member can serve as TAS Chairperson.

Restrictions: None