Al-Anon guidelines
The Shared Experience of Al-Anon and Alateen Members.

District Representatives

G-37

The District Representative (DR) is an important link between the groups and the Area Assembly. The district is a geographical segment containing a number of groups, located relatively closely to one another. The DR represents the district at Area World Service Committee (AWSC) meetings, and conveys information back to the groups. The DR chairs regular district meetings for groups in the district.

Requirements

Any incoming, outgoing, or active past Al-Anon or Alateen Group Representative (GR) who is willing to represent the district at Area World Service Committee meetings (AWSC) and Area Assembly, and who is not also a member of A.A., is eligible to serve as DR. A DR should have basic knowledge of Al-Anon and Alateen Traditions and the Concepts of Service, and how to apply them in the links of service. See the "World Service Handbook" section of the *Al-Anon/Alateen Service Manual* (P-24/27).

The GRs in the district elect the DR. The DR assists the Delegate in passing on information about World Service Office (WSO) activities and World Service Conference (WSC) decisions to the GRs in the district.

Acronyms

• Group Representative	GR
• District Representative	DR
• Area World Service Committee	AWSC
• World Service Office	WSO
• World Service Conference	WSC
• Public Outreach	PO
• Together Empowering Al-Anon Members	TEAM

Information the DR needs to know

The World Service Office (WSO) provides on-line resources for DRs in e-Communities and on the Al-Anon Members' Web site. For access, be sure to provide an e-mail address to WSO.

You will need to know the names, addresses, phone numbers, and e-mail addresses of the:

- Group Representatives
- Area Delegate
- Area officers
- District officers and coordinators
- Local Al-Anon Information Service (AIS) Chairperson or contact
- Area Coordinators (Alateen, Archives, Group Records, *Forum*, Literature, Public Outreach, Web)

Term of office

DRs are elected for a three-year term, usually coinciding with those of Area officers and Delegate. The election of the DR and alternate DR usually takes place in the fall of the year after the election of GRs and before election of Area officers. See the "World Service Handbook" section of the *Al-Anon/Alateen Service Manual* [P-24/27].

Dates to remember

- District meeting, Area World Service Committee meeting, and Area Assembly
- Al-Anon Convention, Alateen Conference, Area TEAM event, World Service Conference

DOs for District Representatives

- DO encourage members in your district to participate in service.
- DO help groups understand Al-Anon is a worldwide fellowship and help them understand the structure of their Assembly and WSO. (See "World Service Conference Structure" chart, in the "World Service Handbook" section of the *Service Manual*.
- DO encourage GRs to visit the Al-Anon Public Outreach and Members' Web Sites: www.al-anon.org and www.al-anon.org/members. There are many resources for members and groups posted on the Members' Web site, including the complete *Service Manual,* Al-Anon/Alateen Guidelines, and group service podcasts.
- DO visit and encourage new groups, making sure they are receiving proper information and help.
- DO become familiar with the WSO on-line group records (available to DRs as "read only"), and regularly provide groups with group detail reports to verify accuracy.
- DO urge groups in your district to follow the Area process to complete and promptly return the groups' annual update sheets sent out by the WSO.
- DO encourage groups to provide an e-mail address for the group, to assure delivery of the monthly WSO newsletter, *Group e-News*.
- DO remind Group Representatives to update their meeting and group mailing information promptly.

This Guideline may be photocopied.

This piece may be adapted by a General Service structure and distributed within that structure.

- DO report discrepancies in group information to the Area Group Records Coordinator.
- DO schedule district meetings at regular intervals and keep in touch with GRs.
- DO get to know the Alateen Group Sponsors in your district and encourage the Alateen groups to send GRs to district meetings.
- DO attend Area Assemblies and Area World Service Committee meetings and report activities within your district. Remember you are the link between the groups in your district and the AWSC.
- DO help your Delegate spread information and reports from the WSC.
- DO communicate with the local Al-Anon Information Service (AIS/Intergroup).
- DO study the *Service Manual* so you are knowledgeable of Al-Anon policies when questions arise from the groups in your district.
- DO review the "World Service Handbook" section of the *Service Manual* for the duties of the DR.)
- DO study the Twelve Traditions and Twelve Concepts of Service; they are guides for group unity, growth, and service.
- DO remember to offer suggestions, not to issue orders.
- DO encourage groups to invite Area Coordinators to give reports and hold workshops.
- DO keep the Alternate DR informed and involved in the district activities.
- DO get a Service Sponsor and ask for help when feeling overwhelmed.
- DO be loving and patient with other members as well as yourself,; we are all at different stages of recovery.
- DO remember to have fun!

(See also *District Meetings* Guideline [G-15].)

Calling and chairing district meetings

- Regularly scheduled meetings help the Group Representatives plan ahead and to come prepared for the meeting.
- Some districts meet monthly, others have bi-monthly or quarterly meetings.
- Continuity is the most important factor in deciding when to schedule meetings.
- They can be held at the same location or rotated and hosted by the groups in the district.
- Fun activities and food attract members.
- Scheduling fellowship events may encourage members to take responsibilities that lead to more committed service positions.

(See *Service Manual* on "District Meetings.")

Supporting the Delegate

The Delegate's report of the World Service Conference activities is an important message to carry to the Group Representatives at the district meeting. The Delegate may ask for feedback to take to the WSC and the district meeting is the place to collect that type of information.

Helpful hints

- The best district meetings have an agenda and they follow it.
- Ask the GRs to share about their group needs, problems, and solutions based on the Traditions.
- Create and carry out district Public Outreach (PO) projects.
- Make sure the Area Group Records Coordinator and WSO have all your group addresses and updates.
- Stay connected with other DRs between AWSC and Assembly meetings; they are a valuable resource. Use the DR e-Communities Discussion Boards as a resource.

The Alternate District Representative

- Completes the term when (if) the DR resigns
- Attends Al-Anon Information Service meetings
- May attends all service meetings that DR attends
- Assists in visiting district groups
- May serve as:
  - Treasurer
  - Secretary
  - PO contact
  - Chairman of periodic meetings on the service structure, Traditions, and Concepts of Service
  - Member of the Al-Anon Information Service board

Keeping in touch with the GRs

A GR roster listing the name, address, phone, and e-mail may be helpful in establishing communication and Service Sponsorship among the GRs. Some DRs send reports or recaps to the GRs about the Area Assembly and Delegate's report. The DR asks the GRs for reports from their groups. These reports include problems and solutions the group may be experiencing. E-mail lists can provide fast communication of news and events. See "Anonymity within Al-Anon/Alateen" in the *Service Manual* for guidance on electronic communication.

Visiting groups

Visits may be spontaneous or scheduled. Many DRs routinely visit the groups in their district. On occasion, groups that are having problems may invite the DR to facilitate a group inventory. When visiting a group, the DR can verify that the group is receiving electronic and postal mail from the WSO and the Area. Registration/change forms can be made available during these visits. If the group does not have a Group Representative, the DR can encourage members to hold an election and be represented at district and Area meetings. *Alateen groups and newly registered groups may require the most attention.*

Some benefits of becoming a DR

In addition to meeting Al-Anon members from other cities and towns in your Area, the District Representative is eligible to stand for the Area Delegate and other Area officer positions. Exact eligibility varies from Area to Area. You may read about the benefits of service in Conference Approved Literature; some of the subheadings in *When I Got Busy I Got Better* (P-78), are:

- Replacing Isolation with Community
- Learning Trust
- Learning to Take Risks
- Increased Self-Esteem
- A Sense of Purpose
- Making a Difference
- Reaching Out to Others

Finances

Groups may make regular contributions to the district treasury, assuring that the District Representative expenses for visiting groups, copies and postage, attending AWSC meetings, PO activities, and other expenses are adequately met. If the DR is also a GR, the group usually pays the expenses to the Area Assembly. Districts may have fund raising events. The District Treasurer may develop an expense report for reimbursements like:

Serving as a District Representative can be a rewarding and challenging experience, as your circle of recovery expands outside of your own district! Remember, you are not alone—your Area World Service Committee and your groups are there to support you.

District Representative Expense Sheet

Date _____

Purpose/Event _____

Expenses

(Receipts attached with explanations* as needed)

Item	Amount
Copies	$ _____
Postage	$ _____
Transportation	$ _____
Meals	$ _____
Miscellaneous	$ _____
Hotel expenses	$ _____
Total expenses	$ _____
Less cash advance	$ _____
Balance due	$ _____

*Explanation for expenses:

_____

_____

Submitted By _____

Signature _____

Date _____

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