

# Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs should be members with experience, stability, and an understanding of the Traditions and how they work as applied in the *Al-Anon/Alateen Service Manual* (P-24/27).

### Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at the district meeting and Area Assembly in order to carry the message of Al-Anon's/Alateen's group conscience, and who is not also a member of A.A., is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

### Term of office

GRs are elected by the group, generally for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing Group Representatives.)

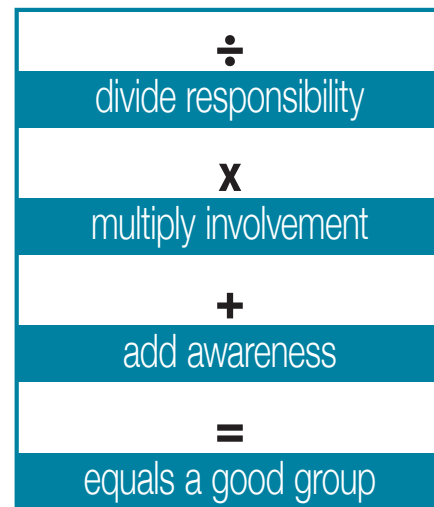
### Duties

- Attends district meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Can bring the group's viewpoint on any situation or problem to the attention of the District Representative (DR).
- Keeps members informed about information from the district, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group Current Mailing Address (CMA) to share the monthly *Group e-News* (electronic newsletter for groups) with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in Public Outreach and Alateen service projects.
- Informs members of the need for Alateen Group Sponsors. Becomes familiar with the Area process for certification of Al-Anon Members Involved in Alateen Service (AMIAS).
- Keeps the Alternate GR informed to ensure the group is represented if unable to attend district and Area Assembly meetings.
- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Explains the need for self-support in the group, district, Area, Al-Anon Information Service (AIS), and World Service Office.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

### As a Group Representative

- You are the first link in the chain that leads to our World Service Conference.
- You elect a District Representative from among all the Group Representatives in your district.
- You elect a new Area Delegate to our World Service Conference at the Area Assembly from among the District Representatives and eligible officers once every three years.

### Links of Service



Member + Member = **Group**

**Group** + **Group** = **District**

**District** + **District** = **Assembly**

**Assembly** + **Assembly** =  
World Service Conference

## Need-to-know information

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

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

## Meeting dates to remember

- Group business meeting
- District meeting
- Area Assembly

## Tips on reporting back to your group

- Take notes at district and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

**You don't have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.**

## Reminders

- You are not “in charge” of your group and you are not alone. The Second Tradition tells us, “Our leaders are but trusted servants; they do not govern.”
- You don't have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the “Groups at Work” section of the *Service Manual* for additional information about Group Business Meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

## Helpful tools for a Group Representative

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. You will find it to be a valuable tool in answering your questions and those of your group. The complete *Service Manual* and many other service tools are available on-line. You can also expect help and support from your District Representative (DR) and the Area Delegate.

Some of the materials available on the Al-Anon Members' Web site, [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members), are:

- The complete *Al-Anon/Alateen Service Manual*
- Al-Anon/Alateen Guidelines for many areas of service
- Group Services podcasts
- The *Best of Public Outreach* (a “how to do it” service tool)
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

## Benefits of becoming a Group Representative

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish, you will reap the benefits of giving to others, and you will learn that by placing our common welfare first, you will receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your district, the Group Representative is eligible to stand for District Representative and other district offices when the district holds its elections.

### Sample Agenda for Group Business Meeting\*

#### Treasurer's Report

- Income and expenses since last report
- Balance

#### Literature Report

- Present inventory
- Discuss group's literature needs

#### Public Outreach Report

- Explain public outreach activities of group members since last report

#### Group Representative Report

- Report highlights of previous district and Assembly meetings
- Have multiple copies of full Assembly reports available

#### Al-Anon Information Service (AIS) Report

- Discuss highlight of previous AIS meeting

#### Old Business

- Status of previous group issues

#### New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

#### General Updates

#### Questions/Comments/Announcements/Suggestions

#### Date for Next Meeting

*Each individual group's autonomy can and will decide business meeting format and content.*

*\*Adapted from Alberta/NWT GR Survival Kit*

## Group Representative expenses

As part of our principle of self-support, group budgets include payment of GR expenses to attend business meetings, such as district meetings and the Area Assembly. GRs are encouraged to car-pool with others, share hotel rooms, etc., to help keep expenses reasonable. The group conscience determines the methods of calculating expenses, such as transportation.

# Group Representative Expense Sheet\*

Date \_\_\_\_\_

Purpose \_\_\_\_\_  
(District meeting, AIS meeting, or Area Assembly)

## Expenses

(Attach receipts and explanations as needed)

Item	Amount
Hotel _____	\$ _____
Transportation _____	\$ _____
Meals _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
<b>Total expenses</b>	\$ _____
Less cash advance	\$ _____
<b>Balance due</b>	\$ _____

Submitted By \_\_\_\_\_

Signature \_\_\_\_\_

*\*Adapted from Alberta/NWT GR Survival Kit*

Revised 2014 G-11