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We learn about how to delegate authority in Al-Anon service. The balance of responsibility in routine jobs occurs only when we can explain what we have done, wish the person love, and allow our successor their own God-given direction. More times than I care to think, my successor did a better job than I ever could have done. (About Concept 8 - Forum 8/06)

AL-ANON - ALATEEN AREA 34

Area 34 adheres to the policies set forth by the World Service Conference (WSC) and follows procedures suggested in the most current edition of *Al-Anon/Alateen Service Manual*. All members are encouraged to read and practice the *Service Manual's* suggestions for carrying out service work responsibilities.

Although many answers to questions about special situations are found in the *Service Manual*, all Areas differ. This booklet presents additional details applicable to Area 34. It is not intended to replace the *Service Manual*, but simply to provide a reference of unique practices in our Area. It was compiled by the current AWSC to offer guidance, direction, clarification and a checklist that gives an overview of the job duties, aims and objectives. Each Job Description was prepared by the current Al-Anon member holding the stated position. Helpful suggestions drawn from experience are meant to provide a basic foundation that allows courageous and creative commitment from successors in service to be "directly responsible to those they (we) serve." (Tradition Nine)

With our Area officers constantly rotating, and modifications being made as our Area grows, further additions and changes will be needed as circumstances require. "*We never finish, we just stop!*" It is suggested that details be timely updated to match the actual responsibilities.

The responsibility of those revisions was assigned to the AREA HANDBOOK COMMITTEE. To serve on this "official team of trusted servants" for review of the sensitive wording and protect our documents and our history are the Serving AREA SECRETARY, serving ALTERNATE DELEGATE, PAST DELEGATE(s). It is recommended that all documents be approved by the standing AWSC.

AREA ASSEMBLY OVERVIEW

Currently the Al-Anon/Alateen Assembly meets twice a year at the Convention Center in Tonopah, Nevada. These Assemblies are held in the Spring, usually the third weekend in March for a shortened Assembly (one night); and the Fall, usually the second weekend in September (two nights). Sometimes, but not always, Alcoholics Anonymous meets at the Convention Center as well. Historically, Al-Anon had arranged a Saturday night banquet at the Fall Assembly and invited AA to participate. In the past, this was considered a "fundraiser" for Al-Anon, but has not always been a moneymaker. As time and growth dictate in the future, different meeting and dining arrangements may be necessary. The Al-Anon Chair currently coordinates with Alcoholics Anonymous.

(In 2004, AA announced they needed a larger facility where they could meet. Our Al-Anon 2004 Fall Assembly covered discussion for the Al-Anon 2005 Spring Assembly to be held on a different weekend than AA.)

SUGGESTED LITERATURE/BOOK DEPOT SCHEDULE:

SPRING ASSEMBLY from NORTH

FALL ASSEMBLY from SOUTH

ELECTION PROCEDURES

Election procedures basically follow the *Al-Anon/Alateen Service Manual*, but because Area 34 is small, with only six districts, Nevada has adopted its own Nevada Area Election Guidelines (Guideline #5, 2003). Please see Guideline #5 for specific Area procedures.

Out-going Group Representatives, those currently still serving, vote for the new Area officers at their final Assembly at the end of their three-year term. The election procedure of the District Representatives (DR) and Group Representatives (GR) precedes the date of the fall Area Assembly. The terms of Group Representative and District Representative are from the January following the fall election for a full three-year term, coinciding with the Delegate's term. District Representatives are elected from outgoing Group Representatives in the election year.

Area Coordinators are selected by the AWSC from submitted resumes. Appointment of Area Coordinators will occur at a meeting of the AWSC at some time following the Assembly business meeting after Area elections are held. Selection of Area Coordinators is based on qualifications and resumes submitted.

AREA WORLD SERVICE COMMITTEE (AWSC):

PRIMARY FUNCTION:

To plan for the general improvement the Area Assembly as well as all Area groups
(See Service Manual pages 154-155)

AREA WORLD SERVICE COMMITTEE MEMBERS:

(It is suggested that a Service Sponsor is helpful for those who have these positions).

- Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.
- Past Delegates
- Coordinators: Membership Outreach, Public Outreach, Fellowship Communication, Group Services, Alateen - Website - Newsletter Coordinator/Editor
- District Representatives (6)
- AIS Liaisons (2)

GENERAL POLICIES and RESPONSIBILITIES OF ALL AWSC MEMBERS

All AWSC members attend two (2) Assemblies per year, held in the Spring (March) and Fall (September).

All AWSC members attend the (2) AWSC meetings held prior to Assembly each year. If unable to attend either the Assembly or AWSC, or have an alternate present, the committee member needs to notify the Chairperson and send a written report.

All AWSC members utilize a copy of the *Al-Anon/Alateen Service Manual* and adhere to its stated policies unless a different procedure for a service duty has been adopted by Nevada Area Al-Anon.

All Officers, Coordinators, and DRs provide a written copy of their report given at the AWSC meetings and Assemblies to the Area Secretary. Reports at Assembly by the Coordinators and DRs are brief: two to five minutes in length.

All members of the AWSC are reimbursed for expenses from the Area Treasury, with the exception of the District Representatives and the AIS liaisons, whose attendance is supported by their respective service body.

All Officers, Coordinators, and DRs submit a quarterly, written report to *The Al-Anon Times* newsletter. (January, April, July, and October)

Nevada Area Guideline Two (1992) outlines the policy for "Removal of Area Officers and Coordinators." That guideline was later revised for clarity (2000). In summary, if a member of the AWSC does not attend one Assembly or AWSC meeting, that person is responsible to submit a written report to the Chair. Absence of a written report in lieu of being there in person will be considered as an "informal resignation." Guideline Two further outlines the procedure for filling the vacancy.

All members of the AWSC keep accurate records and reports of their activities while serving. At end of the three-year term, each committee member passes on information to the newly-elected trusted servant.

The Secretary is charged with creating a standing AREA HANDBOOK COMMITTEE to serve as an "official team of trusted servants" to review sensitive wording and protect our documents and our history. Include in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE(S)
It is recommended that all documents be approved by the standing AWSC.

SUGGESTED SCHEDULE FOR LOVE GIFTS: (always due in February)

"Love gift" is a term used to describe a simple gift for each participant at the World Service Conference to be provided by the Delegate from each Area. It usually depicts in some small way, a reflection of the Area it represents. Since each Area usually sends gifts, it is a heart warming experience for Delegates to receive a gift from each of the fellow Al-Anon Delegates. Rotation of "Love gift" responsibility has been designated by District in our Area as follows:

District #6	2003
District #3	2004
District #5	2005
District #2	2006
District #4	2007
District #1	2008

District #6	2009
District #3	2010
District #5	2011
District #2	2012
District #4	2013
District #1	2014

District #6	2015
District #3	2016
District #5	2017
District #2	2018
District #4	2019
District #1	2020

DELEGATE

2010/13 Service Manual Pg.152-153

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Serves as communication link between Area and World Service Office (WSO)

Obtains a password to WSO e-communities and receives Conference information as well as other information about Al-Anon/Alateen to be passed on to AWSC members. The Delegate's e-community is the link between WSO/WSC and our Area.

Represents Nevada Area 34 at the annual World Service Conference (WSC)

After WSC, passes on to the Area Chairman and Area World Service Committee (AWSC) all presentations, skits, and workshops from WSC for use at Area Assemblies.

After WSC, arranges a Delegate's Report in person in designated locales:

North-District 2 and 4; Reno/Tahoe/Carson City

South-District 1, 2 and 5; Las Vegas Super Saturday

East-District 6; Winnemucca/Elko Unity Day

At the beginning of each term of office, the Treasurer must make arrangements to visit the bank with two other check signers: the Delegate and Chair. Old signature cards must be removed using the proper form, and replaced with new signature cards of the current Treasurer, Delegate, and Chair. Change of mailing address to the NEW DELEGATE is necessary for both the Area Business checking and Savings accounts.

Receives Area bank statement and reviews deposits/expenditures; forwards to Area Treasurer
May be the second signature (signer) required on Area bank account checks

Communicates with the Area Treasurer to insure payment is sent to WSO for Delegate's equalized or full expense check to attend WSC, as soon as possible after Fall Assembly, but no later than December 31.

Submits itemized Delegate expense vouchers with receipts to Area Treasurer for expense reimbursement

Attends the yearly US Southwest Regional Delegates' Meeting (SWRDM) usually held the second full weekend in March, purpose being to inform Delegates of upcoming conference concerns or issues and to welcome the new Delegates (Although the SWRDM is not an official part of the Al-Anon Conference Structure, all Delegates from the SW region meet annually, and Nevada funds Delegate participation for strengthening communication among Areas.)

Becomes a member of the SWRDM online Yahoo group in order to receive information from other Delegates in the Region about SWRDM.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for *The Al-Anon Times*

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

ALTERNATE DELEGATE

2010/13 Service Manual Pg.153-154

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Supports Delegate

Serves as a resource of information and history on the NEVADA AREA HANDBOOK Committee to review sensitive wording and protect our documents; to assure the existing "MOTIONS," "GUIDELINES" and "SERVICE ROLES" are kept current; assure review by the standing AWSC. Included in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE (S)

Creates individual GROUP VOTING CARD for each Area-registered Group represented at Assembly; to be distributed by DR at Assembly

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

SERVES AS AREA 34 GROUP RECORDS COORDINATOR (See WSO Guideline #36)

Each DR is to maintain and provide updated information of each group to Group Records Coordinator.

Makes corrections when needed electronically or by mail, to update Group Records with WSO

Request a current Group-Records Listing from WSO in February and August (prior to each assembly).

Compiles information by District and distributes to AWSC via email or printed copy.

Each DR will have all GRs attending Assembly from that District stand for

Roll Call. Count on VOTING CARDS/VOTING GRs can be verified for accuracy.

(Groups not listed or Group corrections must be noted and amended at another time)

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

CHAIRMAN

2010/13 Service Manual Pg.150-151

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Communicates regularly with Delegate to be aware of all AFG information

Create an email-message-system to effectively communicate between Area Assemblies to the serving AWSC; requests needed agenda items or ideas for AWSC and Assembly

Reserves meeting place for regular AWSC & Area Assembly (assures rent is paid for facility)

Prepares agenda and conducts all AWSC meetings and Assembly meetings

Prepares Information Packets for AWSC and Area Assembly

Arrange for an LDC projector and laptop when needed for Assembly, for any PowerPoint presentations by Assembly officers or Coordinators.

Arranges for meals during Assembly and serves as Liaison to AA Assembly chair, when applicable

Encourages DRs to recruit raffle gifts from Groups for Fund-Raiser Raffle

Assures safekeeping of Area map and Legacy banners for display at Assembly

Ensures Nevada voting guideline/requirements are upheld at Election Assembly

Invites the Regional Trustee to attend the Area Assembly, usually in the election year

Makes appointments to fill office until next Assembly of any resigned or terminated officer

Assigns new groups to an Action Committee

Compiles a list of contact information for Tonopah to pass on to successor
(Telephone number /e-mail address for Convention Center, Restaurants, AA contact)

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

May be the second signature (signer) required on Area bank account checks

At the beginning of each term of office, the Treasurer must make arrangements to visit the bank with two other check signers: the Delegate or the Chair. Old signature cards must be removed with the proper form, and replaced with new signature cards of the current Treasurer, Delegate, or Chair. Change of mailing address to the NEW DELEGATE who receives the bank statements, is necessary for both the Business checking and Savings accounts.

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

SECRETARY

2010/13 Service Manual Pg.151

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Sends contact information to WSO of all AWSC members and keeps listing for Area current

Distributes updated AWSC contact information to all AWSC members

Requests all AWSC members to submit their Area reports either at Assembly, or electronically within one week after Assembly, in order to prepare and distribute minutes of the meetings within two weeks after Assembly, to all AWSC members. (DRs to review and make copies for their GRs)

Keeps permanent "Minutes Book" to be passed on to successors

Keeps a copy of Area documents presented to AWSC for safe-keeping and back-up

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

At Election Assembly, lists candidates' names eligible for office and assists as needed

Update after each assembly, the List of Motions (on principle)

Attends and participates in AWSC meetings and conference calls.

Area Secretary has been appointed to be responsible for the safe-keeping of the official records, to assure the existing "MOTIONS" and "GUIDELINES" and "SERVICE ROLES" are kept current.

Create a standing AREA HANDBOOK COMMITTEE

to serve as an "official team of trusted servants" to review sensitive wording and protect our documents and our history. Include in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE (S) It is recommended that all documents be approved by the standing AWSC.

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

TREASURER

2010/13 Service Manual Pg.151-152

See S-21 SEVENTH TRADITION

See G-14 Prudent Reserve

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

At the beginning of each term of office, the Treasurer must make arrangements to visit the bank with two other check signers: the Delegate and Chair. Old signature cards must be removed with the proper form, and replaced with new signature cards of the current Treasurer, Delegate, and Chair. Change of mailing address to the NEW DELEGATE who receives the bank statements, is necessary for both the Business checking and Savings account

Receives and deposits all contributions to Nevada Area Treasury account, posting identification of source by Group, District or other.

Provides accurate accounting of Area Treasury at all AWSC & Assembly meetings

Regularly reconciles bank statements

Sends check to WSO (before Jan 1) for the Delegate's expense to World Service Conference

Receives itemized expense vouchers from AWSC members and make timely reimbursement
Request checks be cashed within two weeks for expediency

Pays all expenditures approved by AWSC or Assembly-two signatures required (Chair or Delegate)

Pays Assembly expenses of AWSC: Delegate, Alt.Delegate, Area Chair, Area Secretary, Area Treasurer all Coordinators, and Past Delegates.

Pays all Assembly expenses for meeting facilities and planned group meals

Tracks yearly "Income & Expenses" in order to present an informed budget

Prepares proposed Annual Budget for approval by AWSC and Area at each Fall Assembly

Prepares "Profit/Loss" statement of each Assembly to help ascertain budget proposals for future

Sends regular Appeal Letter to groups as needed, asking for their support to Area

Provides to Assembly Registration Committee, two cash boxes and \$150. in small bills in each.

Receives and deposits all Assembly income from raffle proceeds and sale of lunch or banquet tickets

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for Al-Anon Times, including details of contributions & expenses

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
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	November1	(by Oct 15)

Prior to passing position to elected successor at end of term (but by January 1st), arranges for a financial audit to be done by the outgoing Delegate or Chairman.

DISTRICT REPRESENTATIVE

2010/13 Service Manual Pg.149-150

See WSO GUIDELINE G-15; G-37

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

- Conducts District meetings at regular intervals, providing Area & WSO information to each GR.
Distribute information at first District meeting of the new term, such as folder for each GR containing contact information of District, AIS, Area, World Service, "Al-Anon Times" "Forum", Guidelines and the Area Website
- Provides Area Chairman with names of new groups to be assigned to an Action Committee and explains to the new GR, the purpose and goals of that committee.
- When possible, during term, attends each active meeting within District. Encourages Group accountability for support of Area Treasury (Tradition Seven)
- Informs Group Records Coordinator , of changes in GR, Group current mailing address (CMA) And notifies AIS and Web Coordinator or Meeting Schedule changes. Group Update Forms are distributed by the Group Records Coordinator at Assembly.
- Request a current Group-Records Listing from the Group Records Coordinator prior to each Assembly. Each DR will have all GRs attending Assembly from that District stand for Roll Call. VOTING CARDS and VOTING GRs can be verified for accuracy.(Groups not listed or Group corrections must be noted and amended at another time)
- Encourages each Al-Anon/Alateen Group to elect a GR who will attend Area Assembly. Provides contacts for Assembly registration at least two months prior to Assembly. Provide motel and travel information to Tonopah. Explain the Assembly raffle to help defray expenses..
- Conducts elections in an election year for new DR and District Officers prior to Fall Assembly. Makes arrangements after World Service Conference for Delegate's report to District
- Creates or participates in local workshops, local Public Outreach events, or other Al-Anon events. Encourages participation throughout the year in Action Committee events & reports progress at District Meetings and to Action Committee Coordinator
- Submits and informs the Al-Anon Web Coordinator and the Area Events Calendar person of all district events, thereby keeping all members informed of service events via the website and the Area monthly calendar
- Attends and participates in AWSC meetings or conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary
- Submit Quarterly report for Al-Anon Times
- | | | |
|-------------------------|------------|--------------|
| Four publication dates: | February 1 | (by Jan 15) |
| | May 1 | (by Apr 15) |
| | August 1 | (by July 15) |
| | November1 | (by Oct 15) |

NOTE: ASSEMBLY EXPENSES ARE PAID BY RESPECTIVE DISTRICT TREASURY

SUGGESTED SCHEDULE FOR LOVE GIFTS: (always due in February)

"Love gift" is a term used to describe a simple gift for each participant at the World Service Conference to be provided by the Delegate from each Area. It usually depicts in some small way, a reflection of the Area it represents. Since each Area usually sends gifts, it is a heart warming experience for Delegates to receive a gift from each of the fellow Al-Anon Delegates. Rotation of "Love gift" responsibility has been designated by District in our Area as follows:

District #6	2003
District #3	2004
District #5	2005
District #2	2006
District #4	2007
District #1	2008

District #6	2009
District #3	2010
District #5	2011
District #2	2012
District #4	2013
District #1	2014

District #6	2015
District #3	2016
District #5	2017
District #2	2018
District #4	2019
District #1	2020

PAST DELEGATE

WSO Members' web site www.al-anon.alateen.org/members
Nevada Area 34 web site www.nevadaal-anon.org

Serves on AWSC as an active member in an advisory capacity

Shares experience of the past Assembly history, referencing past mistakes, previous discussions, historical milestones, and Assembly motion decisions

Shares ideas from other Areas heard at WSC and makes suggestions

Serves as advisor, offers experience, strength, hope, and wisdom to members of Assembly

Serves on committees; assists in business matters when asked by Chairman or AWSC

Attends and participates in AWSC meetings and conference calls.

Serves as a resource of information and history on the NEVADA AREA HANDBOOK COMMITTEE to review sensitive wording and protect our documents; to assure the existing "MOTIONS," "GUIDELINES" and "SERVICE ROLES" are kept current; assures review by the standing AWSC. Included in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE (S)

AIS LIAISON NORTH /SOUTH

2010/13 Service Manual Pg.59-61

See WSO GUIDELINE G-4

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

SUPPORTS THE DISTRICTS IT SERVES AS A SERVICE ARM

Attends AWSC as a liaison

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Serves as Chair of AIS; communicates with all Information Service Representatives (Alt.GRs) as a link to the Districts it serves

Ensures printing and distribution of current meeting schedules to all Districts it serves

Communicates with DRs about any changes to the Answering System Service

Provides current meeting information, changes and updates to Group Records Coordinator and Area Webmaster

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

NOTE: ASSEMBLY EXPENSES ARE PAID BY RESPECTIVE AIS TREASURY

ACTION COMMITTEE - NEWSLETTER EDITOR COORDINATOR

2010/13 Service Manual Pg.68

See WSO GUIDELINE G-21

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Reviews all submissions to ensure they meet the Newsletter Statement of Purpose and are Al-Anon in content and focus.

Basic keyboard and computer skills are necessary in order to communicate thru email and other E-communication.

Compiles, edits, and distributes (in printed and electronic formats), information pertinent to Area 34 in a quarterly publication

Request advance funds from Area Treasurer for costs of Newsletter printing & mailing; submits itemized expense receipts to Area Treasurer for expense reimbursement

Arranges with Area Treasurer for acceptable process to assure subscription fees are properly and timely managed

Selects a Newsletter theme for quarterly publication

Encourages member participation for sharings, AWSC reports, and group/individual subscriptions

Provides for printing of newsletter at a selected print shop.

Creates mailing labels for Newsletter distribution, including exchange Area Newsletters.

Email copy of articles to WSO at areahighlights@al-anon.org. attention Conference Department

Keeps record of subscription expiration dates and current mailing addresses for individuals and/or groups. (Notification of subscriber expiration date appears on mailing label).

Update mailing list, as necessary, when mail is returned as undeliverable.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Manages undeliverable group subscriptions by cross referencing group address with group records listing provided by Group Records Coordinator

Following USPS guidelines, folds, labels and stamps and mails the Newsletter.

Send Newsletter via email to individuals who have agreed to receive it in this manner.

Presents an Assembly workshop as requested

Reports to Area Chairman and to AWSC information about newsletter cost and distribution, plus number of group and individual subscriptions

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

ACTION COMMITTEE - PUBLIC OUTREACH COORDINATOR

2010/13 Service Manual Pg.68; 123-124

See WSO GUIDELINE G-09; G-10; G-29; G-38

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Chairs Committee meetings at Assembly: reports to AWSC and Assembly with a printed report

Disseminates information from WSO to AWSC; sharing projects & encouraging support

Contacts WSO for updated information

Communicates with DRs and Committee members to ensure all PO information is received and utilized

Informs all DRs of any new PSA information in order to assure distribution to local stations

Notifies WSO of project successes/flops in Area

Presents an Assembly workshop as requested

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

Communicates with Web Coordinator for updates on the Nevada Area Website

Gives bi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

ACTION COMMITTEE - MEMBERSHIP OUTREACH COORDINATOR

2010/13 Service Manual Pg 68; 123-124

See WSO GUIDELINES:

G-02: Beginners Meeting

G-12: Starting an Al-Anon Group

G-13: Suggested Programs for Meetings

G-22: A Meeting on Wheels

G-27: The Open Al-Anon Meeting

G-30: Area Archives

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Basic keyboard and computer skills are necessary in order to communicate through email and other E-communication. (Excel spreadsheet is necessary for Registration)

Chairs Committee meetings at Assembly

Encourages strengthening of group unity

Provides warm welcome to new GRs to Area service at Assembly

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Maintains & displays Area Archives

Presents an Assembly workshop as requested

Hosts a NEW GR ORIENTATION SESSION once each new 3-year term

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
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Includes **ASSEMBLY REGISTRATION COMMITTEE** (SEE NEXT PAGE)

Continued:

ASSEMBLY REGISTRATION COMMITTEE (REGISTRATION, MEALS & RAFFLE)

Two to three months prior to Assembly, an updated information sheet is developed to include dates of Assembly, times, cost, deadline for pre-registration, how to make out checks, where to mail the completed registration and payment. Also included is the tentative agenda from Area Chair and a list of hotels/motels available for lodging. Information must be confirmed with DRs and Group Records/Alternate Delegate to make sure all information is current, such as new GR or contact, or change of address. Ensure that a correct Pre-registration Form is included in the appropriate issue of the Nevada Al-Anon Times, and that the dates are posted to the Al-Anon Events Calendar and the Webmaster. Collect all the email addresses of as many GRs as possible so that Registration Information can be sent by email. The remainder will be sent by USPS. DRs may also provide GRs with information.

The person receiving the completed registration forms/payment then marks that person as paid on the registration spreadsheet and **verifies** all the information as correct/current, in order to keep an accurate count of attendees. Payments are submitted to the Treasurer regularly during the pre-registration period. As registrations are received, an updated Welcome letter is sent to all who mark on the registration form that this is their first Assembly. (letter should be updated occasionally).

Two to four weeks before Assembly, assure that there will be two committee members at the registration table during the designated registration times. Ask another committee member is chosen to act as greeter for everyone who enters, especially for newcomers. Locate non-voting members to assist with selling meal tickets or raffle tickets.

Two weeks before Assembly, badges are created as needed for new attendees to Assembly or new positions (or replacements for those lost). Be sure to provide blank name badges to be completed for those who did not pre-register by the deadline.

On the day Assembly begins, the registration area needs to be organized with badges, packets, sign-in sheet, meal tickets, and moneybox. Stickers on name badges help identify newcomers to Assembly so everyone can help make them feel welcome and answer questions. Signage should be strategically located at the Convention Center to help everyone find the Al-Anon Assembly.

NECESSARY ITEMS FOR REGISTRATION AT ASSEMBLY:

- Current badges with ribbons
- Blank name badges
- Extra ribbons
- Markers and pens
- Mini stickers for newcomers to Assembly
- Sign-in sheet for verification of all current information
- Meal tickets
- Assembly packets
- Moneybox with change
- Raffle tickets
- Container for sold raffle tickets
- Copies of the Welcome letter for newcomers to Assembly
- Signage for the building entry, to identify the Al-Anon Assembly area

As Registration closes, a detailed account of received monies is provided to Area Treasurer

A final count of attending GRs as well as total registered members is provided to the Area Chair, to be announced before close of Assembly.

ACTION COMMITTEE- FELLOWSHIP COMMUNICATION COORDINATOR

2010/13/ Service Manual Pg 68; 123-124

See WSO GUIDELINE G-06; G-18; G-31; G-32

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Chairs Committee meetings at Assembly: reports to AWSC and Assembly with a printed report

Contacts WSO for updated information

Encourages Forum participation by members, with sharings and subscriptions

Encourages use of CAL Literature for meeting topics

Encourages Al-Anon Times participation by members, with sharings and subscriptions

Obtains a password to WSO e-communities and becomes informed of WSO web-site, to download pertinent information and pass on to GRs

Participates in scheduled WSO conference calls for Literature Coordinators and Forum Coordinators; or if unable to participate, asks for a volunteer to substitute and participate.

Coordinates an Assembly workshop through Action Committee as requested

Assures Literature Table responsibility is preserved (South – Fall) (North – Spring)

Assures only CAL Literature is DISPLAYED and available FOR SALE at Assembly

(See BOOK DEPOT SCHEDULE - Page 2)

Notifies WSO of project successes/flops in Area

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

ACTION COMMITTEE - GROUP SERVICES COORDINATOR

2010/13 Service Manual Pg.68; 123-124

See WSO GUIDELINE:

G-02; G-08; G-11; G-12; G-13; G-27; G-41

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Unites Groups to Districts to Area to WSO

Chairs Committee meetings at Assembly: reports to AWSC and Assembly with a printed report

Educates GRs on importance of Group registration and maintaining Current Mailing Address (CMA)

Encourages use of *AI-Anon Guidelines* published by WSO

Encourages utilization of "AI-Anon/Alateen Groups at work" from WSO

Promote rotation of leadership by encouraging each AI-Anon/Alateen Group to elect a GR who will attend each Area Assembly

Presents an Assembly workshop as requested

Encourages Group accountability for support of Area Treasury (Tradition Seven)

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement

Keep accurate records of activities and passes on information and suggestions to newly-elected trusted servants

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for AI-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

ACTION COMMITTEE - ALATEEN COORDINATOR (AAPP)

2010/13 Service Manual Pg 34-36; 38; 83-87

See WSO GUIDELINE G-24; G-34; G-19

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

REQUIRED to be a certified AMIAS.

Contacts WSO for updated information, serving as Area Alateen Process Person (AAPP).

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Participates in conference calls initiated by WSO with other Area Alateen Coordinators as needed.

Generates and coordinates all Alateen Forms for Sponsor Certification

Reviews paperwork for compliance with Area 34 certification process for all AI-Anon Members involved in Alateen Service and Alateen group registration forms before signing and forwarding to WSO.

* Distributes Training modules (PowerPoint presentations) to Districts and Alateen sponsors for the "training and preparation" needed for sponsoring Alateen

* Coordinates the sponsors with information and details for the Nevada Area Online-Alateen Chat meeting

Pass on critical information about Alateen group registration to the Area Group Records Coordinator with updates of meeting changes and/or group Sponsors

Serves as a direct link to Area 34 AMIAS, Alateen sponsors and Alateen meetings; keeping current records for AMIAS, Alateen meetings and their WSO ID numbers.

Communicates and cooperates with an Alateen Liaison in each district, to maintain annual requirements.

Verifies that all AI-Anon Members involved in Alateen Service (AMIAS) meet the Annual Re-Certification Requirements and submits confirmation to WSO by July 1st of each year

Encourages and supports cooperation and communication between AI-Anon/Alateen members.
Serves as Alateen contact to Districts, Area & WSO.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly report for AI-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

* **NEW ADDITIONS**

ACTION COMMITTEE - WEB-SITE COORDINATOR

2010/13 Service Manual Pg.57; 88-89

See WSO GUIDELINE S-66; G-39

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

Basic keyboard and computer skills are necessary in order to communicate thru email and other E-communication. Must have a Microsoft Operating System - (cannot use MAC)

Regularly contacts WSO for updated information. Insures Website contains only Nevada Area information and conforms to WSO and Nevada/Area 34 Guidelines

Assure password is in printed form and is provided to the Area Delegate, Area Secretary, and Web Co-Chair

Recruits and maintains a volunteer Committee, which may consist of Webmaster, Northern AIS Chair, Southern AIS Chair, and members as needed for collecting and managing pertinent posting information

Works with Web Committee members to coordinate and provide a useful and welcoming Website for Area Al-Anon/Alateen members, as well as others seeking information and help.

Maintains all sections of Website to assure information is attractive and technically correct, revising outdated Area Events with current information as needed. Upcoming Area Events can be obtained from the Al-Anon Events Calendar or from DRs

Promptly answers all e-mail from anyone who contacts the site's Web coordinator

Make annual payment to web host with personal credit card (now \$160 per year (2009) to Homestead, due annually on Nov. 1) Send appropriate receipts and documentation to Area Treasurer for reimbursement

Maintains and updates the Area Website Guidelines, noting policy changes, development and expansion as needed, with an updated copy to the Area Chair

Explores needs of Area with communication to AWSC concerning current AFG information

At all times, maintains the security and confidentiality of Website, in order to reflect positively on our Area and Al-Anon as a whole

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary

Submits Quarterly Report for Al-Anon Times

Four publication dates:	February 1	(by Jan 15)
	May 1	(by Apr 15)
	August 1	(by July 15)
	November1	(by Oct 15)

INFORMATION FOR CHANGING WEBSITE COORDINATOR:

The registration of the Universal Resource Locators (URL) for our Website must be periodically renewed thru HOMESTEAD; telephone (800)710-1998. Current information of the new Website Coordinator's contact information must be maintained with the Website provider. The Website Coordinator's personal credit card is used with reimbursement thru Nevada Al-Anon Area Treasury.

Term of this renewal is ONE YEAR. Next remittance due date is NOVEMBER 1.

When a new Website Coordinator is appointed from the Area World Service Committee, the first task is to download the website from HOMESTEAD.COM. on the computer that will be used to maintain the website. Go to WWW.homestead.com. It will bring you to an introduction page. In the right hand corner, log in with past Webmaster's log in (pam_macy@yahoo.com) and password, which must remain the same. Once in our account, click on site builder download and download to your computer. When completed, change the user name to your e-mail address. The billing information will also need to be changed, which will require a credit card for billing. Our account is due on November 1 - each year. The amount for our service is \$160. All of the necessary changes can be made on-line.

OUP REPRESENTATIVE (GR)

2010/13 Service Manual Pg.62-63; 138-139; 147-148

Guideline G-11

WSO Members' web site www.al-anon.alateen.org/members

Nevada Area 34 web site www.nevadaal-anon.org

The Al-Anon Times

ACCEPTS RESPONSIBILITY OF A GROUP REPRESENTATIVE (GR) BY:

regular attendance at the Group meeting,
assuring use of Conference Approved Literature (CAL)
serving as the FORUM Representative
supporting the designated Action Committee.
making enthusiastic announcements of current and upcoming events

Attends regular District Meetings to attain and share pertinent information for and from the Group

Brings Group problems or concerns to District Meetings for insight or help

Is familiar with the *Al-Anon/Alateen Service Manual* and commonly refers to the manual for information regarding any matters of policy or procedure which affect members, the group, or Al-Anon as a whole

Ensures the group has a FORUM subscription; and an AL-ANON TIMES subscription

Encourages Group financial support to Al-Anon District, AIS, Area, and WSO with regular Group donations

Reads the Quarterly Appeal letter from WSO to enlighten the Group of the importance of contributions for worldwide Al-Anon and to inform the group members how money is used

Serves as communication link between Group and District and Nevada/Area 34.

Serves as the Group Communication Link to WSO – maintaining the Current Mailing Address (CMA) by providing the **Area Group Records Coordinator** with timely and updated group information

Attends Semi-Annual Area Assembly to represent Group with voice and vote on decisions to be made
Explain the importance of attendance at Assembly and that the Group finances pay the expenses to attend
Explain the plan for Gift Basket as a donation for the RAFFLE, which is the fundraiser at Area Assembly

Encourages "ROTATION" of service position when term is completed, and supports participation by others to step forward and seize the opportunity to gain personal growth in service

SUPPORT IS AVAILABLE FROM:

Past **Group Representative**

Current **District Representative**

A Service Sponsor

Other Group Officers:

Alternate GR who attends AIS and obtains meeting schedules and other information

Secretary/Literature person who maintains meeting supply of CAL

Treasurer who is responsible for group expenses and contributions

Any other regular members who attend and participate

VALUABLE PERSONAL CHARACTERISTICS:

is responsible, consistent and trustworthy

Is a motivator and encourages participation

Is a diplomat with a composed attitude and calm voice tone

is an example, not a dominator or controller

**RESUME FOR NEVADA AREA 34
WORLD SERVICE COMMITTEE POSITION**

ALL offices are held by AL-ANON members who ARE NOT also members of AA.

Name: _____

Address: _____

Telephone: _____

Email Address: _____

AL-ANON BACKGROUND AND ACTIVITIES

Number of years ACTIVE IN AL-ANON: _____

Name of Home Group: _____ District: _____

Present Service Position: _____

Your Leadership Qualities: _____

Positions held at Group Level: _____

Positions held at the Area World Service Committee Level: _____

Any other Al-Anon Service: _____

(Book Depot; Action Committee membership; AIS Officer)

Years of attendance at Area Assembly: _____

AWSC position(s) of interest _____

WSO Members' web site www.al-anon.alateen.org/members
Nevada Area 34 web site www.nevadaal-anon.org