

# District 7 Service Position Guidelines

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# **District Service Position Guidelines**

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## *District Representative*

Chairs the District Meetings, represents the groups in the District at Area World Service Committee (AWSC) meetings, and serves as a resource and information source for the groups.

### **Duties:**

- ***Service on the Board of Directors is an important part of the job and the District Representative, Alt. DR, Treasurer, and LDC needs to have knowledge of D7- AFG, Inc., the Corporation that serves the district to fulfill specific legal and business requirements.***
- ***Provides full name, address, and phone number for Amendment to the D7 AFG, Inc. corporate documents.***
- Schedule monthly District and Panel Meetings and prepare agendas
- Chair District and Panel Meetings as scheduled
- Assist the Delegate in every way possible in disseminating Conference information and reports
- Serve as liaison with the Group Representatives (GRs) to ensure continuity within the groups and panel
- Visit groups in the District, particularly new groups, to make sure they are getting necessary information and help
- Help the groups understand and apply the Traditions which guide us in our fellowship activities
- Attend AWSC meetings, North Florida Area (NFA) assemblies and report District activities
- Submit Red Light/Green Light topics to AWSC
- Provide Red Light/Green Light guidelines to the volunteer presenter
- Act as the “Link in service between Alateen and Area 9” (FNA ASBR, IV, A.)

### **Service Responsibilities:**

- As a District Officer, the service position has voice and vote at Panel Meetings; and voice and no vote at District Meetings
- Encourage group sharings, concerns, anniversaries
- Enlighten members of service opportunities
- Encourage service at group and District level
- Prepare GRs for Spring and Fall Assemblies and distribute information
- Support District and NFA events including Day of Workshops, Gratitude Dinner and NFA Al-Anon Convention
- Distribute NFA Convention workshops
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- Refer to *Al-Anon Guidelines G-37*
- AFG Connects – DR Community (message board administered by WSO)
- WSO Online Group Records database for confirming group information and administer AMIAS and Alateen Group Information.

### **Tips:**

- Work closely with District Information Service Liaison (DISL) and District Information Service (DIS) chairs
- Work closely with the Alternate District Representative for encouragement and support
- Recommend using *AFG Connect* -DR Community (message board administered by WSO)

### **Who is Eligible:**

- All outgoing and active past Group Representatives who have or will have completed three years of service in that position and who are not also members of Alcoholics Anonymous and who have not previously served a full three-year term as District Representative.
- An Al-Anon member regularly attending Al-Anon meetings
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *Alternate District Representative*

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In the absence of the District Representative (DR), chairs the District Meetings, represents the groups in the District at Area World Service Committee (AWSC) Meetings, and serves as a resource and information source for the groups.

### **Duties:**

- ***Service on the Board of Directors is an important part of the job and the District Representative, Alt. DR, Treasurer, and LDC needs to have knowledge of D7- AFG, Inc., the Corporation that serves the district to fulfill specific legal and business requirements.***
- ***Provides full name, address, and phone number for Amendment to the D7 AFG, Inc. corporate documents.***
- Attend monthly District and District Information Service (DIS ) Chairperson Meetings
- Available to attend AWSC and Assembly Meetings with District Representative
- Attend AWSC in the absence of the District Information Service Liaison (DISL)
- Attend Panel Meetings as scheduled by DR
- Complete the term as DR if the DR steps down
- Solicit volunteers to read Steps, Traditions, and Concepts at monthly District/DIS Meeting
- Open District Meeting including the welcome, housekeeping items, highlights from *The Forum*
- Solicit volunteers to share their personal recovery on the Tradition and Concept of the month at District Meeting
- Provide blank motion forms for use by Group Representatives (GR)
- Review written motions for content and provide to DR

### **Service Responsibilities:**

- As a District Officer, the service position has voice and vote at Panel Meetings; and voice and no vote at District Meetings
- Enlighten members of service opportunities
- Encourage service at group and District level
- Visit groups with DR to provide support, answer questions, or help with group problems
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- Refer to *Al-Anon Guidelines G-37*

### **Tips:**

- Work closely with DR to provide assistance as needed

### **Who is Eligible:**

- All outgoing and active past Group Representatives who have or will have completed three years of service in that position and who are not also members of Alcoholics Anonymous and who have not previously served a full three-year term as Alternate District Representative
- An Al-Anon member regularly attending Al-Anon meetings
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position



## *District Secretary*

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Takes notes and develops the minutes of the District Meetings and Panel Meetings, provides the District Meeting minutes to the Group Representatives (GRs) for approval and maintains an accounting of the District motions.

### **Duties:**

- Attend District Meetings or ensure an acting District Secretary is scheduled to attend
- Attend Panel Meetings or ensure an acting District Secretary is scheduled to attend
- Take notes at the District Meetings and Panel Meetings
- Email draft of District minutes and draft of DIS minutes to GRs for their review prior to next District Meeting
- Prepare and present minutes at the following District Meeting for approval by the voting membership
- Maintain the minutes of the District Meetings in a digital format
- Maintain an updated list of motions and scan copies of written motions in a digital format
- Work with Group Records Chair to maintain up-to-date contact information for distribution of monthly minutes, etc.

### **Service Responsibilities:**

- As a District Officer, the service position has voice and vote at Panel Meetings; and voice and no vote at District Meetings
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software

### **Tips:**

- Effectively communicate to GRs how they can help by simply speaking up and identifying themselves
- Develop digital files of the minutes as soon as possible after meetings to ensure accuracy

### **Who Is Eligible:**

- All outgoing and active past Group Representatives who have or will have completed at least one year of service in that position and who are not also members of Alcoholics Anonymous and who have not previously served a full three-year term as District Secretary
- An Al-Anon member regularly attending Al-Anon meetings
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## District Treasurer

Manages the finances of the District, including but not limited to, receiving and disbursing funds; maintaining the financial records; reconciliation of bank statements; and preparation and presentation of periodic financial reports and an annual budget.

### Duties:

- ***Service on the Board of Directors is an important part of the job and the District Representative, Alt. DR, Treasurer, and LDC needs to have knowledge of D7- AFG, Inc., the Corporation that serves the district to fulfill specific legal and business requirements.***
- ***Provides full name, address, and phone number for Amendment to the D7 AFG, Inc. corporate documents.***
- Open and maintain local bank account and proper signatory requirements
- Receive the monthly bank statement and ensure the checkbook is in balance
- Accept, deposit, and maintain a record of all group and individual contributions
- Accept and deposit the monthly contributions from the Literature Distribution Center (LDC)
- Pay all bills in a timely manner
- Obtain expense receipts and reimburse Officers, District Information Service (DIS) Chairpersons and other Al-Anon members for District projects and expenses
- Provide a financial report for each District Meeting, including a copy of the current income and expenses, the current budget, and year-to-date contributions
- Retain digital copy of each monthly report for audit and archival purposes
- Back up all District computer files regularly
- Develop a proposed annual budget to be presented to the Group Representatives (GRs) for approval
- Collect, process, and distribute all mail received at District Post Office Box
- Attend District and Panel Meetings and, if necessary, DIS Chairperson Meetings, or send a representative

### Service Responsibilities:

- As a District Officer, the service position has voice and vote at Panel Meetings; and voice and no vote at District Meetings
- Establish and maintain a working relationship with all Officers, DIS Chairpersons and other Al-Anon members
- Be available as a resource to the groups, and cooperate with other North Florida Area (NFA) districts and officers

### Tools Recommended:

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and financial software
- Refer to *Al-Anon Guidelines G-41*

### Tips:

- Possess ability to work with numbers and simple spreadsheets
- Ability to read bank statements, maintain a balanced checkbook, and produce financial reports
- Ability to explain financial reports and budgets to others

### Who Is Eligible:

- All outgoing and active past Group Representatives who have or will have completed three years of service in that position and who are not also members of Alcoholics Anonymous and who have not previously served a full three-year term as District Treasurer
- An Al-Anon member regularly attending Al-Anon meetings

- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

### *District Hospitality Chairperson*

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Coordinates all aspects of providing refreshments as required for monthly District Meetings which includes breakfast items and an occasional luncheon.

**Duties:**

- Work closely with volunteer host group/groups
- Be available to meet host group/groups to assist in retrieving items from the storage area
- Ensure all supplies are properly returned to storage area
- Prepare a list of supplies to be kept in inventory and purchase replacement items as necessary
- Prepare District Hospitality guidelines; i.e., facility contact information, time to arrive at meeting location, need to bring ice, serving platters/bowls, etc., location of electrical outlets for coffee pots, instructions for making coffee, kitchen cleanup, and disposal of trash.

**Service Responsibilities:**

- Provide a copy of the Hospitality Guidelines to next month's host group/groups
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

**Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor

**Tips:**

- Encourage host group/groups to solicit volunteers from group members other than Group Representatives (GRs) since GRs need to participate in the District Meeting
- Possess the gift of organization

**Who is Eligible?**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *District Registration/Raffle Chairperson*

---

Provides all items necessary for registration of Group Representatives (GRs) and guests at District Meetings, and coordinates the raffle of donated items.

### **Duties:**

- Provide reusable name tags for new GRs
- Provide a supply of pens/markers
- Assist new GRs in creating their name tag and collect at close of District Meeting
- Provide adhesive name tags for guests
- Place collection basket for registration and sign-in sheet on registration table
- Display raffle items on registration table
- Provide raffle baskets and tickets

### **Service Responsibilities:**

- Provide assistance at registration table for all attendees to sign in and pay registration
- Encourage attendees to purchase raffle tickets
- After meeting opens, pass raffle basket
- After break give registration money to Treasurer, along with completed registration sign-in sheets
- Collect raffle proceeds and give to Treasurer
- When announced by District Representative ask several attendees to draw a raffle ticket and announce winners
- At close of District Meeting, place all reusable name tags in baggies by day order and place all supplies for registration and raffle in plastic storage containers
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor

### **Tips:**

- Work closely with the District Treasurer
- Maintain an inventory of supplies for registration and raffle
- Recommend this position be filled by a non-voting member

### **Who is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

### *Literature Distribution Center (LDC) Chairperson*

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Provides Al-Anon members and groups with local access and quick delivery of Al-Anon books, pamphlets, booklets and other Conference Approved Literature (CAL).

#### **Duties:**

- ***Service on the Board of Directors is an important part of the job and the District Representative, Alt. DR, Treasurer, and LDC needs to have knowledge of D7- AFG, Inc., the Corporation that serves the district to fulfill specific legal and business requirements.***
- ***Provides full name, address, and phone number for Amendment to the D7 AFG, Inc. corporate documents.***
- Purchase CAL from World Service Office (WSO) taking advantage of all discounts.
- Store and maintain CAL in secure, clean, air-conditioned location.
- Assess and manage inventory needs.
- Receive, fulfill and deliver CAL orders to groups and individuals.
- Manage bookstore at District Meetings, and possibly Day of Workshops and conventions.
- Maintain LDC checkbook for accounts receivable and payable.
- Contribute the monthly LDC net income to District Information Service Pinellas County (DISPC)
- Relay CAL information from WSO to District members and groups.

#### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- Provide written report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities

#### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Refer to *Al-Anon Guidelines G-18*
- Accounting software knowledge helpful

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# **District Information Service (DIS) Position Guidelines**

## *District Information Service Liaison (DISL)*

Serves as the communication link from the District Information Service (DIS) to the Area World Service Committee (AWSC) and to the North Florida Area (NFA) Assembly.

### **Duties:**

- Attend the AWSC and NFA Assembly meetings
- Submit a written report electronically to the Technology Coordinator (TC) prior to the AWSC and NFA Assembly meetings highlighting District DIS activities. The TC uploads the reports to the Area website giving access to all reports to everyone within the service structure
- Inform the DIS Chairpersons that the reports from the District Representatives/DISLs, Coordinators, NFA Officers are available on the Area website
- Provide highlights from AWSC and NFA Assembly meetings to DIS Chairpersons
- Chair DIS Chairperson Meetings, DIS portion of District Meetings and attend Panel Meetings as scheduled
- Request each DIS Chairperson electronically submit a monthly activity report to DISL prior to District Meeting
- Provide DIS information from World Service Office (WSO) "AFG Connects" to appropriate District Officers and DIS Chairpersons
- Ensure *Al-Anon Faces Alcoholism* magazine is ordered and available for Public Outreach Chairpersons

### **Service Responsibilities:**

- As a District Officer, the service position has voice and vote at DIS Chairperson Meetings and Panel Meetings; and voice and no vote at District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- All notes, minutes or reports need to be preserved in digital form.
- Provide Digital report to DIS Secretary and District Information Service Liaison (DISL) prior to the District Meetings and share results during the DIS Chairperson Meeting.
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- Refer to *Al-Anon Guidelines G-4*

### **Tips:**

- Meet with newly elected DIS Chairpersons to provide position guidelines and service information
- Continue to voice that DIS Chairpersons are not expected to work alone but are encouraged to form a committee to help



## District 7 Service Position Guidelines

- Work closely with DIS Chairpersons to provide assistance, suggestions for improvement, problem solving and encouragement

### Who Is Eligible:

- All outgoing and active past Group Representatives who have or will have completed three years of service in that position and who are not also members of Alcoholics Anonymous and who have not previously served a full three-year term as DISL
  - An Al-Anon member regularly attending Al-Anon meetings
  - Before you stand, affirm your willingness and understanding of the responsibilities of this service position
-

## *District Information Service (DIS) Secretary*

---

Takes notes and develops the minutes of the DIS portion of the District Meetings and the DIS Chairperson Meetings. Provides the DIS portion of the District Meeting minutes to the Group Representatives (GRs) for approval.

### **Duties:**

- Attend the District and Panel Meetings
- Take notes and develop the minutes of the DIS portion of District Meetings
- Email draft of DIS Minutes to District Secretary to be sent to GRs along with the draft District minutes for their review prior to next District Meeting
- Prepare and present DIS minutes at the following District Meeting for approval by the voting membership
- Attend the DIS Chairperson Meetings
- Take notes and develop the minutes of the DIS Chairperson Meetings.
- Prepare and present DIS minutes at the following DIS Chairperson meeting for approval
- Maintain the DIS minutes and DIS Chairpersons' reports in a digital format

### **Service Responsibilities:**

- As a District Officer, the service position has voice and vote at DIS Chairperson Meetings and Panel Meetings; and voice and no vote at District Meetings
- All notes, minutes or reports need to be preserved in digital form.
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- Enlighten members of service opportunities
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software

### **Tips:**

- Utilize DIS Chairpersons' reports in preparing the DIS minutes
- Develop the minutes as soon as possible after meetings to ensure accuracy

### **Who Is Eligible:**

- All outgoing and active past Group Representatives who have or will have completed at least one year of service in that position and who are not also members of Alcoholics Anonymous and who have not previously served a full three-year term as District Secretary
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position.

## *Alcoholics Anonymous Liaison*

---

Maintains communication between Al-Anon District 7 (District) and Alcoholics Anonymous (AA) through Pinellas County Intergroup (Intergroup) to provide information and cooperation for the mutual benefit of both fellowships.

### **Duties:**

- Maintain communication between the District and AA
- Coordinate OAI-Anon scheduled activities with AA
- Cooperate with AA in public outreach projects
- Provide current Al-Anon When & Where meeting lists to Intergroup

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
  - In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Attend Intergroup Meetings
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- Enlighten members of service opportunities
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- Refer to *Al-Anon Guidelines G-3*

### **Tips:**

- Possess a basic understanding of Tradition Six
- In all service activities, focus on the Al-Anon program

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

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## *Al-Anews Chairperson*

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Creates and publishes a District Newsletter for distribution on an established schedule.

### **Duties:**

- Encourage members to make it their newsletter by submitting written shares, meeting news and reports
- Determine the type of submissions that will be accepted, using WSO Guidelines, and establish a due date for submissions.
- Use an organized consistent format to aid readers: edit submissions for clarity, anonymity and compliance with Guidelines.
- Establish and maintain an electronic distribution list for members to receive *Al-Anews* in their inbox.
- Establish and maintain a working relationship with a printer, if using one
- Send an electronic version of *Al-Anews* to District Panel, DIS Chairs, distribution list and WSO.
- Deliver copies of *Al-Anews* to District Meetings for distribution if using printed copies
- Retain electronic and paper copies of each publication for archival purposes

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
  - In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results.
- Encourage submission of newsworthy items from attendees at District meeting and solicit feedback/suggestions to enhance value to members.
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement.
- In the event not able to attend a District meeting, communicate with DISL and give status report.
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
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### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual, The Forum*
- Service Sponsor.
- Computer with word processing and or publishing software.
- *Al-Anon Guidelines G-21*

### **Tips:**

- The Chairperson is not expected to work alone and is encouraged to form a committee to help.
- Share and exchange newsletters with other North Florida Area (NFA) Districts and World Service Office (WSO)

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position.

## *Alateen Chairperson*

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Provides a vital link of communication between District Al-Anon Members Involved in Alateen Service (AMIAS), the District and the Area Alateen Coordinator on matters relating to Alateen.

### **Duties:**

- Regularly meet with AMIAS to exchange ideas, discuss problems and provide encouragement.
- Become familiar with all Alateen literature.
- Be a resource within the District to encourage Al-Anon members to become active in Alateen service
- Reach out to the community to find locations for new Alateen meetings
- Cooperate with the Public Information Chairperson to provide Alateen information to schools, churches, special events, etc.
- Be willing to sponsor Alateen meetings within the District when needed
- Work closely with the District Area Process Person (DAPP)
- Be willing to meet with Group Representatives, AMIAS, and/or Alateens to facilitate communication to resolve Alateen issues that may arise at shared locations.

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson Meetings, District Meetings, Alateen Conferences and Round-ups.
  - In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results.
- Encourage Alateen groups to be informed by reading and *The Forum*
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement.
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Refer to *Al-Anon Guidelines G-5, G-7, G-16, G-19, G-20, G-24 and G-34*
- Refer to *North Florida Area Policy Alateen Safety and Behavioral Requirements*

### **Tips:**

- Communicate with all certified members by newsletter or regular email and let them know you are available as a resource
- Offer encouragement and support
- The Chairperson is not expected to work alone but is encouraged to form a committee to help

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.

- Must be a certified AMIAS.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *Archives Chairperson*

---

Preserves the experience, history and memorabilia of the Al-Anon fellowship since the Districts' inception.

### **Duties:**

- Determine what material is important to retain based on Al-Anon Guidelines
- Encourage individuals and groups to submit and donate material.
- Organize and catalog digital information and material.
- Maintain and preserve the archival material in **an electronic format**
- Store material so as to protect the anonymity of all members
- Work closely with the Area Archives Coordinator
- Share our District's history by displaying archival material at Al-Anon events

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
  - In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson and District Meetings.
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
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### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer/Scanner access
- 
- Refer to *Al-Anon Guidelines G-30*

### **Tips:**

- The Chairperson is not expected to work alone and is encouraged to form a committee to help
- Familiarity with library or archival procedures would be helpful
- Familiarity with scanning documents and computers would be helpful.

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

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## *Cooperating with the Professional Community (CPC) Chairperson*

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Informs professionals who work with the public about who we are, what we do, and how to get in touch with us.

### **Duties:**

- Form a committee of volunteers
- Utilize *The Best of Public Outreach* to develop suggested activities for reaching out to professionals
- Develop lists of professional groups, agencies, associations, or organizations within our community
- Contact professional groups by mail, media, press releases, or in person
- Invite professionals to open meetings within the District
- Establish and maintain a list of Al-Anon and Alateen members willing to speak to professionals
- Provide speakers and Al-Anon Conference Approved Literature (CAL) to local professional associations
- Suggest a District project to target a specific professional group
- Work closely with the Public Information, Institutions, and Alateen Chairpersons, as well as the North Florida Area Public Outreach Coordinator

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
  - In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
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### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- *The Best of Public Outreach*
- *Al-Anon Guidelines G-22, G-29 and G-38*

### **Tips:**

- Meet periodically with committee members to review outreach activities and provide encouragement
- Encourage the involvement of all Al-Anon members to participate in 12th Step work

### **Who is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position



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## *District Alateen Process Person (DAPP) Chairperson*

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Provides for certification of Al-Anon Members Involved in Alateen Service (AMIAS) within the District, submits Alateen forms to the Area Alateen Process Person (AAPP) and registers new Alateen groups.

### **Duties:**

- Obtain “Train the Trainer” certification from the Area Alateen Process Person (AAPP)
- Provide *North Florida Area Policy Alateen Safety and Behavioral Requirements* training
- Maintain a list of certified AMIAS including all necessary contact information
- Maintain a list of AMIAS who need to recertify within Area 9 window
- Complete required World Service Office (WSO) paperwork for new, recertified and inactive AMIAS
- Maintain a list of Alateen meetings and process paperwork for new Alateen meetings
- Be a liaison between groups, District and North Florida Area (NFA) for all paperwork and communications pertaining to AMIAS and Alateen meetings
- Notify District and Area of scheduled AMIAS training sessions
- Work closely with the Alateen Chairperson
- Facilitate compliance with NFA background check requirements

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- Refer to *Al-Anon Guidelines G-5, G-7, G-16, G-19, G-20, G-24 and G-34*
- Refer to *North Florida Area Policy Alateen Safety and Behavioral Requirements*

### **Tips:**

- Coordinate training sessions with neighboring districts
- Ability to travel

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.

- Must be a certified AMIAS
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *Group Records Chairperson*

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Manages and maintains group records at the District level and communicates changes to North Florida Area (NFA) Group Records Coordinator.

### **Duties:**

- Maintain current and accurate records of group information
- Communicate any changes or updates to the Area Group Records Coordinator
- Notify Website, *When and Where*, Information Line, and *Al-Anon* Chairpersons and District Representative whenever there are changes in a group's name, meeting time or location
- Maintain a current contact list of all group and district trusted servants
- Ensure groups understand the importance of maintaining accurate Current Mailing Address (CMA)
- Does not keep track of Alateen meetings
- Understand the order of operations:
  - GR's submit change form and send to GRC
  - GRC updates spreadsheet and send to AGRC
  - AGRC updates to World Service

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings
- Participate in Area Assembly as Registration Chairperson as requested (possibly, once per panel)
- Enlighten members of service opportunities.
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
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### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing and spreadsheet software
- Refer to *Al-Anon Guidelines G-36*

### **Tips:**

- Maintain an open line of communication with District and NFA regarding current group records
- Understand the order of operations: Group Representative's submit change form and send to Group Records Chairperson - Group Records Chairperson updates spreadsheet and send to Area Group Records Coordinator - Area Group Records Coordinator updates World Service.

- Stress the need for groups to update group records as soon as possible rather than waiting for District Meeting
- Utilize flash drive and offsite backup of maintaining records for safety and convenience

**Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## Information Line Chairperson

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Organizes a committee of Al-Anon volunteers for the purpose of responding to telephone calls and emails received from individuals seeking information about Al-Anon.

### Duties:

- Maintain a schedule of Al-Anon volunteers to respond to phone calls and emails in shifts from 8:00 am to 8:00 pm
- Provide training for new volunteers
- Maintain digital updated instructions for retrieving phone messages and responding to emails
- Provide coverage for phone line and email volunteers who are unable to cover their shift
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings
- Respond to requests from volunteers to handle phone calls or emails regarding unusual requests
- Notify volunteers of any changes in meeting information provided by the Group Records Chairperson
- Review the telephone vendor annually regarding quality of service and costs

### Service Responsibilities:

- Attend District Information Service (DIS) Chairperson Meetings and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
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### Tools Recommended:

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- Refer to *Al-Anon Guidelines G-4*, paragraph *How the DIS Operates*

### Tips:

- Meet periodically with Al-Anon volunteers to provide encouragement, exchange information, suggestions for improvement, and to review current Information Line guidelines

### Who is Eligible:

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *Institutions Chairperson*

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Provides the Al-Anon/Alateen program to the families and friends of alcoholics in treatment centers, correctional, or other residential facilities.

### **Duties:**

- Form a committee of volunteers
- Contact institutions, including, but not limited to, treatment centers, hospitals, correctional facilities, and shelters to offer Al-Anon assistance to patients and families
- Determine meeting dates and times; present schedules to volunteers
- Provide institutions with Al-Anon Conference Approved Literature (CAL), as needed
- Provide training to volunteers so they are aware of institutions' guidelines and practices
- Stay in contact with participating institutions' representatives to assure their guidelines are followed
- Provide training to volunteers on conducting Al-Anon meetings at each institution

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Work closely in coordinating projects with Cooperating with the Professional Community (CPC) and Public Information (PI) Chairpersons
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- *Best of Public Outreach*
- Refer to *Al-Anon Guidelines G-9 and G-14*

### **Tips:**

- Create flyers for Group Representatives to communicate needs and information to group members also send information to *Al-Anews*
- Meet periodically with committee members to review outreach activities and provide encouragement

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position





## *Public Information Chairperson*

---

Informs the general public through the media (newspapers, TV, radio, magazines, and the Internet) and other means of reaching the public directly (poster placement, health and community fairs, etc.) about who we are, what we do, and how to get in touch with us.

### **Duties:**

- Form a committee of volunteers
- Establish and maintain a list of Al-Anon and Alateen members willing to speak at community events
- Provide speakers and Al-Anon Conference Approved Literature (CAL) for community events
- Participate and exhibit at health fairs and other community events
- Once a community leader is identified as being interested in Al-Anon, invite to an open meeting
- Distribute Al-Anon CAL and posters stamped with local contact phone number to public places (with permission of the facility)
- Contact local radio and TV stations
- Work closely with the Cooperating with the Professional Community (CPC), Institutions, and Alateen Chairpersons, as well as the North Florida Area Public Outreach Coordinator
- Utilize the AFAM (Al-Anon Faces Alcoholism Magazine), and posters stamped with local contact phone number to public places (with permission of the facility)

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson Meetings and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- *Al-Anon Guidelines G-10, G-22 and G-38*
- Use Al-anon.org website, under Public Outreach, for useful publications, including S-40.
- Ask previous public info chair for guidance/info

### **Tips:**

- Meet periodically with committee members to review outreach activities and provide encouragement
- Encourage the involvement of all Al-Anon members to participate in 12th Step work

**Who is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
  - Before you stand, affirm your willingness and understanding of the responsibilities of this service position
-

## *Spanish Chairperson*

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Acts as a conduit between District 7 and Spanish-speaking members, forming bilingual (English/Spanish) committees to assist when necessary. Facilitates start-up of Spanish-speaking and/or bilingual groups. Encourages and offers assistance to Spanish-speaking members and/or bilingual groups.

### **Duties:**

- Compiles and maintains a list of bilingual (English/Spanish) Al-Anon members in District 7 to assist in translation at District events and functions
- Interacts with the Area 9 Spanish Coordinator
- Encourages Hispanic members to participate at District events and functions
- Investigates the use of translation equipment at District events and functions; and presents this information to District 7 for budget/purchase (or lease) consideration:
  - Ensures translation equipment purchased by District 7 is used only for District events or at AA events with Al-Anon participation; and
  - Responsible for maintenance of translation equipment, ensuring it is kept in good working order and that batteries are available.
- Facilitates translation of District business meeting minutes, newsletters, website information and other District information and correspondence to be translated when necessary
- Schedules interpreters for District meetings and events as needed

### **Service Responsibilities:**

- Attend Al-Anon Information Service (AIS) and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to Al-Anon Information Service Liaison (AISL) prior to AIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- Current Al-Anon/Alateen Service Manual
- Service Sponsor
- For this service position, also refer to Al-Anon Guidelines and Area 9 Guidelines.

### **Tips:**

- Create flyers for distribution to Group Members to communicate needs and information to groups.
- Meet periodically with committee members to review needs and provide encouragement
- Communicate needs and information to groups via the District website and AL-ANEWS

### **Who is Eligible:**

#### District 7 Service Position Guidelines

- Al-Anon members who speak English and Spanish willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position.

## *Speakers List Chairperson*

---

Maintains a list of Al-Anon members within the District willing to carry the Al-Anon/Alateen message of recovery by sharing their experience, strength and hope at meetings and other Al-Anon events.

### **Duties:**

- Maintain an up-to-date and accurate list of speakers
- Lead members to *Al-Anon Guidelines G-1 Members Interested in Speaking*
- Encourage members to volunteer as a speaker and grow in their own recovery
- Be available to alleviate any apprehension a potential speaker may have regarding speaking
- Utilize the District Meetings and District newsletter to spread the word about the Speakers List

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.
- 

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Refer to *Al-Anon Guidelines G-1*

### **Tips:**

- The Chairperson is not expected to work alone but is encouraged to form a committee to help
- Helpful to consider geographical location of speakers when managing list
- Al-Anon members have an important message whether sharing their own personal story of recovery or sharing how a favorite Step, Tradition, slogan, Al-Anon/Alateen book, or pamphlet was especially helpful

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *Website / Technology Chairperson*

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Maintains and develops the District website and promotes it as a District communication tool.

### **Duties:**

- Maintain communication with domain provider and hosting service and troubleshoot operational issues
- Maintain administration, ownership and registration information and ensure that domain name and hosting renewals are current
- Maintain accurate and current information on website, including but not limited to, District Guidelines and other documents containing information of interest to current and prospective members
- Update meeting information when changes are received from the Group Records Chairperson
- Update event calendar with new events and flyers
- Provide and maintain email addresses for all District service positions
- Transfer new and updated pages to the website using the File Transfer Protocol (FTP)
- Maintain the WordPress site including develop or update pages, links, etc.
- Add new links to the navigation bar when new pages are added
- Respond to all website inquiries by answering emails or forwarding them to the appropriate District officer or chairperson

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Work with all District officers and chairpersons to provide pages and services as requested
- Ensure all documents posted to the website are free of personally identifiable information, in accordance with our 11th Tradition
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software
- *F.A.Q. for Al-Anon Websites S-66*
- Refer to *Al-Anon Guidelines G-40*

### **Tips:**

- The Chairperson is not expected to work alone and is encouraged to form a committee to obtain assistance from the fellowship for technical advice

**Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.
- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

## *When & Where Chairperson*

---

Creates and publishes a District meeting list for distribution on an established schedule.

### **Duties:**

- Maintain the document file(s) used for printing, updating and editing meeting information as received from the District Group Records Chairperson
- Refer all change requests to District Group Records Chairperson
- Solicit competitive bids for printing and folding annually
- Use an organized, consistent format to aid readers
- Establish and maintain a working relationship with a printer for publication
- Provide a digital copy to the Website Chairperson for posting to the District website
- Send digital copies of *When and Where* to all groups
- Retain a digital copy of each publication for archival purposes

### **Service Responsibilities:**

- Attend District Information Service (DIS) Chairperson and District Meetings
- In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.
- Provide digital report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement
- If the position is vacated during the term of the current panel the materials of that vacated position are to be returned to District 7. The materials of each vacated position shall be received by the District Representative or District Information Service Liaison who will be responsible for bringing the materials to each District Meeting.

### **Tools Recommended:**

- *Al-Anon/Alateen Service Manual*
- Service Sponsor
- Computer and word processing software

### **Tips:**

- Bundle *When & Where* for groups
- Monitor quantities necessary to meet District needs
- Send digital copy to each GR for copying by others
- Share and exchange *When & Where* with other districts and World Service Office (WSO)
- The chairperson is not expected to work alone and is encouraged to form a committee to help

### **Who Is Eligible:**

- Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at least **one** year and who have not previously served a full three-year term in this capacity.



- Before you stand, affirm your willingness and understanding of the responsibilities of this service position

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# **Day of Workshops (DOW) Suggested Guidelines**

## *Day of Workshops (DOW) – Suggested Guidelines*

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Select a Chairperson/Co-Chairpersons preferably one year in advance of the tentative DOW date in the spring to manage, coordinate, and facilitate all aspects of the annual DOW.

### **Chairperson/Co-Chairpersons:**

- Review prior years' DOW summaries and reports
- Utilize prior DOW chairpersons as a resource
- Determine a date for the DOW which does not conflict with a District Meeting date, Alcoholics Anonymous events or holidays
- Solicit volunteers to serve as Treasurer and Secretary
- Research facilities based upon estimated number of attendees, kitchen accommodations, dates and times facility is available, number of tables and chairs available, layout of rooms, etc.
- Request seed money from District Treasurer
- Contract with facility and complete all paperwork
- Provide DOW progress report at District Meetings

### **Chairperson/Co-Chairpersons, Treasurer, and Secretary (Core Committee) Initial Meeting:**

- Determine committees needed including, but not limited to, Workshops, Publicity, Registration, Signage, Setup, Decorations, Raffle, Literature, Food and Cleanup (see Committee Chairpersons Suggested Guidelines below)
- Choose an Al-Anon theme
- Determine number of workshops and titles to correspond with theme and number of rooms available at facility
- Decide on whether or not to have an Al-Anon Speaker
- Determine Committee Chairperson allowable expenditure not requiring Core Committee approval
- Create a signup sheet to include name, phone and email address of volunteers willing to chair or serve on a committee for distribution at the next District Meeting
- Chairperson/Co-Chairpersons to provide DOW progress report at next District Meeting
- Determine cost of registration
- Draft event agenda for review and discussion at first DOW Chairpersons Committee Meeting
- Draft Guidelines for Committee Chairpersons to be provided at first DOW Committee Chairpersons Meeting (See sample below)
- Confirm building access availability
- Confirm availability of microphone and responsibility for setup
- Agree on date and place for the first DOW Committee Chairpersons Meeting
- Send scheduled meeting notice via email or call each Committee member prior to meeting

### **Meeting of Core Committee with DOW Committee Chairpersons:**

- Confirm committee chairpersons and provide each with suggested guidelines
- Provide Committee Chairs with previous DOW committee reports
- Request suggestions and support in filling vacant positions
- Create event flyers/map to distribute at District Meeting and post on the District Website Event Calendar
- Chairperson/Co-Chairpersons to provide DOW progress report at next District Meeting
- Agree on next date and place for DOW Committee Chairpersons Meeting

### Day of Workshops (continued)

- Redistribute committee volunteer sheets to GRs via email in advance of District Meeting

### **Monthly Meetings of Core Committee with DOW Committee Chairpersons:**

- Review progress reports provided by Committee chairpersons
- Review and discuss proposed event program
- Determine how to present the Steps, Traditions and Concepts (individual or group)
- Create event flyers/map to distribute at District Meeting and post on the District Website Event Calendar
- Agree on date and place for the next DOW Committee Chairpersons Meeting
- Agree on venue walk-thru date and time prior to DOW.
- Prepare registration packets to include program and name tag
- Confirm speakers and send facility directions to speakers
- Purchase gift for each speaker
- Determine time to meet at facility on DOW

### **Day Prior to DOW:**

- Send out reminders to committee Chairpersons as needed
- Set up venue tables as needed
- Test audio equipment
- Complete decorations
- Place all directional signs, and signs for workshops, registration, raffle, table numbers, etc.

### **DOW:**

- Arrive in advance to complete final tasks

### **Wrap-up Meeting with Core Committee and DOW Committee Chairpersons (as soon as possible after event):**

- Each committee chairperson presents a written report
- Treasurer presents a final budget report
- Secretary summarizes minutes of all meetings
- Chairperson/Co-Chairpersons present a final DOW report at next District Meeting
- Final report/summary of DOW consolidated in a binder for historical purposes

### **Committee Chairperson Suggested Guidelines:**

- Treasurer Chairperson
  - Receive registration money
  - Keep receipts and records when disbursing to and receiving cash from chairpersons
  - We are not tax exempt
  - Keep raffle money and 7th Tradition collection separate
  - Verify correct count of monies
- Secretary Chairperson
  - Take notes at meetings
- Workshops Committee Chairperson
  - Solicit volunteers to work on committee
  - Review physical setup for location of workshops based on floor plan
  - Create folders for leaders of workshops to include opening, preamble, format, program, etc.
  - Meet with workshop presenters to ensure that workshop content and material follows the Al-Anon/Alateen Service Manual and Al-Anon's Twelve Traditions

Day of Workshops (continued)

- Schedule a meeting with workshop presenters on DOW prior to start time
- Provide workshop folders and room locations
- Publicity Committee Chairperson
  - Solicit volunteers to work on committee
  - Prepare flyers to include date, time, place, registration cost, theme of the DOW and a pre-registration form
  - Distribute flyers at District Meetings
  - Send flyer to AI-Anews Chairperson, Website Chairperson, NFA Website Coordinator, and other Districts
  - Design and print programs for the event including the workshop titles
  - Provide programs to the Registration Committee
- Registration Committee Chairperson
  - Solicit volunteers to work on committee
  - Determine cost of registration, with input from Food Committee
  - Include registration form in the AI-Anews
  - Receive all pre-registration forms with money; make a record of all pre-registrations; submit money to DOW Treasurer
  - Receive programs from Publicity Committee
  - Create registration packets including programs and name badges for those pre-registered and have available at registration table
  - Schedule volunteers to man the registration table
  - Provide packets, blank name badges and pens for those registering on the day of the event
  - Walk-ins must sign a “numbered” registration sheet and pay registration amount before being given a packet.
  - Secure money in a cash box and have change available
- Setup Committee Chairperson
  - Solicit volunteers to work on committee
  - Meet at facility to determine setup/floor plan, number of tables and chairs that will be available
  - Determine when access is available to the facility the evening before the event
  - Determine if tables and chairs must be set up
  - Chairperson and committee should arrive early on the day of the event
  - Set up any additional tables and chairs or signage as needed
- Signage Committee Chairperson
  - Solicit volunteers to work on committee
  - Create signs to provide directions throughout the facility, as well as signs for all workshops, registration, raffle, table numbers, etc
  - Chairperson and committee should arrive early on the day of the event
- Decorations Committee Chairperson
  - Solicit volunteers to work on committee
  - Determine available budget at planning meeting with Core Committee
  - Decide on colors and theme based on DOW theme
  - Make and display table centerpiece decorations in keeping with the theme
  - Decorate other areas being mindful of any restrictions of the facility
  - Fabricate signs for the raffle area, registration area, numbers on tables and literature display

### Day of Workshops (continued)

- Raffle Committee Chairperson
  - Solicit volunteers to work on committee
  - Create flyers requesting raffle items and baskets from individual groups and distribute at District Meetings
  - Provide guidelines for baskets in accordance with Al-Anon/Alateen Service Manual
  - Number each raffle item or basket and place a corresponding numbered container near each raffle item for tickets
  - Check with Registration/Raffle Chairperson prior to purchasing raffle tickets, supplies and raffle apparel
  - Hold raffle at pre-designated times throughout the day
  - Keep raffle cash separate from other money
- Food Committee Chairperson
  - Solicit volunteers to work on committee
  - Request groups to donate breakfast items
  - Determine if lunch is to be purchased from a vendor or potluck
  - If purchased from vendor, obtain prices from various sources
  - Request members provide food in disposable containers
  - Check with Hospitality Chairperson prior to purchasing necessary paper products/plastic ware; serving utensils and condiments
  - Determine if food is to be served by members or self-serve
  - Coordinate placement of food and drinks on tables
  - Provide drinks; i.e., iced tea, coffee, cream and sugar/sweeteners, soda, water and ice
  - Provide ice in cooler
  - Host will randomly draw table numbers to begin serving lunch
- Cleanup Committee Chairperson
  - Solicit volunteers to work on committee
  - Determine need for garbage bags and disposal procedure
  - Check with Hospitality Chairperson prior to purchasing necessary cleaning supplies.
  - Ensure that all areas utilized for the DOW are returned to their original condition; i.e., return any additional table and chair setup done on Saturday morning to original placement

### **Tools Recommended:**

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer
- Refer to Al-Anon Guidelines G-13

### **Tips:**

- Maintain open lines of communication with DOW chairpersons and District

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# **Gratitude Dinner (GD) Suggested Guidelines**

## *Gratitude Dinner (GD) – Suggested Guidelines*

Select a Chairperson/Co-Chairpersons preferably one year in advance of the tentative GD date in November to manage, coordinate, and facilitate all aspects of the annual GD.

### **Chairperson/Co-Chairpersons:**

- Review prior years' GD summaries and reports
- Utilize prior GD chairpersons as a resource
- Determine a date for the GD which does not conflict with November District Meeting date, Alcoholics Anonymous events or holidays
- Solicit volunteers to serve as Treasurer and Secretary
- Research facilities based upon estimated number of attendees, kitchen accommodations, dates and times facility is available, number of tables and chairs available, layout of rooms, etc.
- Request seed money from District Treasurer
- Contract with facility and complete all paperwork
- Provide GD progress report at District Meetings

### **Chairperson/Co-Chairpersons, Treasurer, and Secretary (Core Committee) Initial Meeting:**

- Determine committees needed including, but not limited to, Publicity, Setup, Decorations, Raffle, Food, Entertainment and Cleanup (see Committee Chairpersons Suggested Guidelines below)
- Determine floor plan/layout
- Confirm location of electrical outlets for plug-ins and determine if extension cords are required
- Create signup sheet to include name, phone and email address of volunteers willing to chair or serve on a committee for distribution at the next District Meeting
- Determine Committee Chairperson allowable expenditure not requiring Core Committee approval
- Chairperson/Co-Chairpersons to provide GD progress report at next District Meeting
- Determine amount of suggested group contribution to communicate at next District Meeting
- Draft event agenda for review at first GD Committee Chairperson Meeting
- Draft Guidelines for Committee Chairpersons to be provided at first GD Committee Chairpersons Meeting (See sample below)
- GD Treasurer to determine process for group contributions and distribute at District Meeting
- Request suggestions from DIS Speaker List Chairperson for AI-Anon Speaker for the GD
- Request suggestions from committee members on possible AA Speakers for the GD
- Confirm building access availability
- Confirm availability of microphone and responsibility for setup
- Agree on date and place for the first GD Committee Chairpersons Meeting
- Send scheduled meeting notice via email or call each Committee member prior to meeting

### **Meeting of Core Committee with GD Committee Chairpersons:**

- Confirm committee chairpersons and provide each with suggested guidelines
- Choose a GD theme relating to "Gratitude"
- Provide Committee Chairs with previous GD committee reports
- Request suggestions and support in filling vacant positions
- Request suggestions for AI-Anon/AI-Ateen and AA speakers from Committee Chairpersons
- Chairperson/Co-Chairpersons to provide GD progress report at next District Meeting



### Gratitude Dinner (GD) (continued)

- Create event flyers/map to distribute at District Meeting and post on the District Website Event Calendar
- Redistribute committee volunteer sheets to GRs via email in advance of District Meeting
- Agree on next date and place for GD Committee Chairperson Meeting

#### **Chairperson/Co-Chairpersons Prior to next Committee Chairpersons Meeting:**

- Prepare draft of event program and distribute to GD Committee Chairpersons for input
- Determine participants required to support event program

#### **Monthly Meetings of Core Committee with GD Committee Chairpersons:**

- Review progress reports provided by Committee Chairpersons
- Review and discuss proposed event program
- Select someone to give the “blessing”
- Select someone to read the 11<sup>th</sup> Tradition on anonymity
- Determine how to present the Steps, Traditions and Concepts (individual or group)
- Create event flyers/map to distribute at District Meeting and post on the District Website Event Calendar
- Agree on date and place for the next GD Committee Chairpersons Meeting
- Agree on venue walk-thru date and time prior to Gratitude Dinner.

#### **Oct Meeting of Core Committee with GD Committee Chairpersons**

- Review progress reports provided by Committee Chairpersons
- Review final draft of event program
- Confirm speaker selection and provide each with event program and facility directions
- Purchase gift for each speaker
- Provide event flyers/map to distribute at District Meeting and post on the District Website Event Calendar
- Determine time to meet at venue on GD

#### **Prior to GD**

- Send out reminders to Committee Chairpersons as needed
- Set up venue tables as needed
- Test audio equipment
- Complete decorations
- Place all directional signage

#### **Day of GD:**

- Arrive in advance to complete final tasks
- Experience Gratitude

#### **Wrap-up Meeting with Core Committee and GD Committee Chairpersons (as soon as possible after event):**

- Each Committee Chairperson presents a written report
- Treasurer presents a final budget report
- Secretary summarizes minutes of all meetings
- Chairperson/Co-Chairpersons present a final GD report at next District Meeting
- Final report/summary of GD consolidated in a binder for historical purposes

## Gratitude Dinner (GD) (continued)

### **Committee Chairperson Suggested Guidelines:**

- Treasurer Chairperson
  - Collect donations from each group
  - Keep receipts and records when disbursing to and receiving cash from chairpersons
  - We are not tax exempt
  - Keep raffle money and 7th Tradition collection separate
  - Verify correct count of monies
  
- Secretary Chairperson
  - Take notes at meetings
  
- Publicity Committee
  - Solicit volunteers to work on committee
  - Prepare flyers to include date, time, place, and theme of the GD
  - Distribute flyers at District Meetings
  - Send flyer to *Al-Anews* Chairperson, Website Chairperson, NFA Website Coordinator, and other Districts
  - Design and print programs for the event
  
- Set-up Committee
  - Solicit volunteers to work on committee
  - Meet at facility to determine set-up/floor plan, number of tables and chairs that will be available
  - Determine when access is available to the facility the evening before the event
  - Determine if tables and chairs must be set up
  - Chairperson and committee should arrive early on the day of the event
  - Set up any additional tables and chairs or signage as needed
  - Fill cooler with ice
  - Assist Beverage Committee with coffee pots and electrical
  - Assist with chafing dishes.
  - Verify greeters, dining tables and sound system set up.
  
- Decorations Committee
  - Solicit volunteers to work on committee
  - Determine available budget at planning meeting with Core Committee
  - Decide on colors and theme based on GD theme
  - Make and display table centerpiece decorations in keeping with the theme
  - Decorate other areas being mindful of any restrictions of the facility
  - Fabricate signs for the raffle area, registration area, and table numbers
  
- Greeting Committee
  - Solicit volunteers to work on committee
  - Determine if token welcome gift will be given
  - Schedule volunteers to staff the welcome table(s)
  - Inventory and/or purchase name tags and markers

## Gratitude Dinner (GD) (continued)

- Food Committee
  - Solicit volunteers to work on committee
  - Determine available budget at planning meeting with Core Committee
  - Determine what meat to purchase, if precut and cost
  - Obtain prices from various sources for ham, turkey, chicken, fish , etc.(small portion size preferred)
  - Request members use disposable containers
  - Provide serving spoons, tongs and spatulas
  - Determine if food is to be served by members or self-service
  - Coordinate receiving and distribution of food to serving tables
  - Check with Hospitality Chairperson prior to purchasing necessary paper products/plasticware; serving utensils and condiments
  - Set up separate dessert table
  - Ensure numbers have been placed on tables
  - Host will randomly draw table numbers to begin serving dinner
  
- Beverage Committee
  - Solicit volunteers to work on committee
  - Review prior gratitude dinner reports to assist with planning and volume estimates
  - Check with Hospitality Chairperson prior to purchasing coffee, tea, ice tea, soda, water, ice, creamer, sugar/sweeteners, paper cups, napkins, stirrers
  - Start coffee and hot water one hour before event
  - Set up ice with assistance from Setup Committee
  
- Raffle Committee Chairperson
  - Solicit volunteers to work on committee
  - Provide guidelines for baskets in accordance with *Al-Anon/Alateen Service Manual*
  - Create a flyer requesting raffle items and baskets from individual groups and distribute at District Meetings
  - Check with Registration/Raffle Chairperson prior to purchasing raffle tickets, supplies and raffle apparel
  - Number each raffle item or basket and place a corresponding numbered container near each raffle item for tickets
  - Consider drawing and stapling winning tickets to the basket prior to announcing
  - Keep raffle cash separate from other money
  
- Entertainment Committee Chairperson
  - Solicit volunteers to work on committee
  - Determine entertainment program
  - Set up sound system, music and podium
  
- Cleanup Committee
  - Solicit volunteers to work on committee
  - Provide packaging for leftovers
  - Take down decorations and clean tables
  - Dispose of garbage
  - Check with Hospitality Chairperson prior to purchasing necessary cleaning supplies
  - Ensure that all areas utilized for the GD are returned to their original condition

Gratitude Dinner (GD) (continued)

**Tools Recommended:**

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer

**Tips:**

- Maintain open lines of communication with Gratitude chairpersons and District

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## **Al-Anon Guidelines**

### Al-Anon Guidelines

- The Al-Anon Guidelines referenced in this document (G-1 through G-41) are available as free downloads on the [Al-Anon Family Groups website.](#)
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*Changes made*

*Section*

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