

Service Position Guidelines Task Force

District 7, Panel 61

We requested input from the current position holders within District 7.

We reviewed the New Bylaws of Incorporation of District 7 AFG, Inc., voted on by the GR's; and for the purposes of being in alignment with the Bylaws we suggest adding the following:

Changes to the Service Position Guidelines:	Section:	Service Positions
<i>Provides full name, address, and phone number for Amendment to the D7 AFG, Inc. corporate documents. 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.</i>	Duties	District Representative, Alt. DR, Treasurer, and LDC

We received input for Service Responsibilities for District Service Position Guidelines and collected suggestions submitted by Panel 61 and recommend the following:

Changes to the District Service Position Guidelines:	Section:	Service Positions
Add: Act as the "Link in service between Alateen and Area 9" (FNA ASBR, IV, A.)	Duties	District Representative
Add: 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.	Tools Recommended:	District Representative

We also reviewed the New Election Procedure and suggest changes voted on by the GR's be added to the District Information Service Position Guidelines for the purpose of being in alignment with the A

Changes to the (DIS) District Information Service Position Guidelines:	Section:	Service Positions
<p>Remove: Any AI-Anon member willing to serve who is also not a member of Alcoholics Anonymous and who has not previously served a full three-year term in this capacity.</p> <p>ADD: AI-Anon members willing to serve and who have regularly attended AI-Anon meetings for at least one year.</p>	Who is Eligible	Alcoholic Anonymous Liaison, AI-Anews Chairperson, Alateen Chairperson, Archives Chairperson, CPC, DAPP, Group Records, Information Line, Institutions Chairperson, Public Information, Spanish Chairperson, Speakers List, Website (Technology), When & Where.

We suggest the following changes to the Service Responsibilities for all District Information Service Position Guidelines and collected suggestions submitted by Panel 61 DIS-Service Position Chairs and recommend the following:

Service Position:	Section:	Changes to the District Information Service Position Guidelines:
All	Service Responsibilities	<p>ADD: All notes, minutes or reports need to be preserved in digital form.</p> <p>Add: 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.</p>
All	Service Responsibilities	<p>Add: In the event any Chairperson is unable to attend a District Meetings it is important to communicate with the DISL and DIS Secretary.</p> <p>Add: 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</p>

		Liaison who will be responsible for bringing the materials to each District Meeting.
Al-Anews Chair	Duties	<p>Add:</p> <ul style="list-style-type: none"> <li>• Encourage members to make it their newsletter by submitting written shares, meeting news and reports</li> <li>• Determine the type of submissions that will be accepted, using WSO guidelines, and establish a due date for submissions</li> <li>• Use an organized consistent format to aid readers; edit submissions for clarity, anonymity and compliance with guidelines</li> <li>• Establish and maintain a working relationship with a printer, if using one</li> <li>• Establish and maintain an electronic distribution list for members</li> <li>• Send an electronic version of <i>Al-Anews</i> to DIS chairs, distribution list and WSO</li> <li>• Deliver copies of <i>Al-Anews</i> to District Meetings for distribution if using printed copies</li> <li>• Retain electronic and paper copies of each publication for archival purposes</li> </ul>
Al-Anews Chair	Service Responsibilities	<p>Add:</p> <ul style="list-style-type: none"> <li>• Attend District Information Service (DIS) Chairperson and District Meetings</li> <li>• Provide written report to District Information Service Liaison (DISL) prior to DIS Chairperson Meetings and share results</li> <li>• Encourage submission of newsworthy items from attendees at District meeting and solicit feedback/suggestions to enhance value to members</li> <li>• Enlighten members of service opportunities</li> <li>• Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement</li> </ul>
Al-Anews Chair	Tools Recommended:	<p>Add:</p> <ul style="list-style-type: none"> <li>• <i>Al-Anon/Alateen Service Manual, The Forum</i></li> <li>• Service Sponsor</li> <li>• Computer and word processing or publishing software</li> <li>• <i>Al-Anon Guidelines G-21</i></li> </ul>
Al-Anews Chair	Tools Recommended	<p>Add:</p> <ul style="list-style-type: none"> <li>• <i>Al-Anon/Alateen Service Manual, The Forum</i></li> <li>• Service Sponsor</li> </ul>

		<ul style="list-style-type: none"> <li>• Computer and word processing or publishing software</li> <li>• <i>Al-Anon Guidelines G-21</i></li> </ul>
Alateen Chairperson	Service Responsibilities	Remove: <i>Alateen Talk</i>
Archives Chairperson	Duties	Change: "Maintain and preserve the archival material in the appropriate manner."  To: "Maintain and preserve the archival material in <b>an electronic format</b> "
Archives Chairperson	Tips	Add: "Familiarity with scanning documents and computers would be helpful"
CPC		
DAPP		
Group Records	Tips	Add: 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.
Information Line		
Institutions Chair		
LDC	??? Move under Panel???	Participates on the Board.
Public Information	Duties	Add: Participate in community events.  Add: Utilize the AFAM (Al-Anon Faces Alcoholism Magazine), and posters stamped with local contact phone number to public places (with permission of the facility)  Add: Once a community leader is identified as being interested in Al-Anon, invite to an open meeting:
Public Information	Tools Recommended	Add: Use Al-anon.org website, under Public Outreach, for useful publications, including S-40.

		<p>Add: Ask previous public info chair for guidance/info</p> <p>Remove: Utilize the Best of Public Outreach P-90 (This publication no longer exists, per WSO)</p> <p>Recommend: Looking into if the Speaker List Chair should “Establish and maintain a list of Al-Anon and Alateen members willing to speak at community events” OR Public Information Chair. This is one of the duties under Public Information chair.</p>
Spanish Chairperson		
Speakers List		
Website Chairperson	Name	<p>Add: Technology/Web Chairperson</p> <p>Recommend: A task force to review the Guidelines and the duties. Might consider 2 positions - 1 for the website and 1 for the Email.</p>
Where & When Chairperson		

We recommend the following:

Review how the procedure for how Group Record change forms are process though – Group Records Chair – Area Chair – WSO to see if District 7 is in alignment with how the information flows. ?????

Review of the Web Chairperson (Technology) and the duties of this chair and possibly have an additional chair for the Email platform Ionos.

Thought Force on how the district would like the DIS chairs (Group Records, Where & When, Web (Tech) to handle how and when to remove groups wherein a group has no CMA and therefor is no longer listed on the WSO data base and/or has a group that has an active CMA but has no attendance.