



North Florida Area
District 6
Service Position Guidelines

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DISTRICT REPRESENTATIVE

Chairs and facilitates all District Meetings. Represents the groups in the District at Area World Service Committee (AWSC) meetings. Serves as a source and information source for the groups.

Duties:

- Schedule bi-monthly District and Panel Meetings and prepare agendas (including Conference Calls)
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 all 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

Service Responsibilities:

- As a District Officer, the service positions have a voice and vote at Panel Meetings: voice and no vote at District Meetings
- 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
- 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 skills
- Refer to Al-Anon Guidelines G-37

Tips:

- Work Closely with Area Information Service Liaison (AISL) and Area Information Chairs
- Work closely with the Alternate District Representative for development and support

Who is Eligible:

- All outgoing and past Group Representatives who have or will have completed three years of service in that position and who are not members of Alcohol Anonymous and who have not previously served a full three-year term as District Representative

ALTERNATE DISTRICT REPRESENTATIVE

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:

- Attend monthly District and Al-Anon Information (AIS) Chairperson Meetings
- Available to attend AWSC and Assembly Meetings with District Representative
- Attend AWSC in the absence of the Al-Anon Service Liaison (AISL)
- 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/AIS Meeting
- Open District Meeting including the welcome, housekeeping items, highlights from the Forum, group sharings, concerns, and anniversaries
- 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 a voice and vote at Panel meetings; Voice and no vote at District Meetings; Vote if currently serving as GR
- 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 personal 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 completed three years of service in the 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.

DISTRICT SECRETARY

Record District Meeting and develops the minutes of the District Meetings and Panel Meetings, provides the District Meeting minutes to the Group Representatives (Grs) for approval and records verbal motions during the meeting.

Duties:

- Attend District Meetings or ensure an acting District Secretary is scheduled to attend
- Attend Panel Meetings or ensure as acting District Secretary is scheduled to attend
- Record District and Panel meetings
- Email draft of District minutes to District Representative for distribution to GRs
- Ask for motion to accept minutes
- Responsible for Roll Call of attendees at District Meetings
- Maintain the minutes of District meetings in a binder
- Maintain an updated list of motions and copies of written motions in binder if applicable

Service Responsibilities:

- As a District Officer, the service position has a voice and vote at Panel meetings; 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 familiarity with WORD

Tips:

- Effectively communicate to Grs how they can help by simply speaking up and identifying themselves during Roll Call
- Develop the minutes as soon as possible after meetings to ensure accuracy

Who is Eligible:

- Any Al-Anon member willing to serve who has not previously served a full three-year term in this capacity
- The Secretary is elected by the Grs for a three-year term. An Al-Anon/Alateen member who is a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one year of actively attending Al-Anon meetings.

DISTRICT TREASURER

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

Duties:

- 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
- Pay all bills in a timely manner
- Obtain expense receipts and reimburse Officers and other Al-Anon members for District projects and expenses
- Provide a financial report for each District Meeting including a copy of current income and expenses, the budget, and year-to-date contributions
- Retain copies of financial records for audit and archival purposes
- Back up all District computer files regularly, if applicable
- Develop a proposed annual budget to be presented to the Group Representatives for approval
- Collect, process, and distribute all mail received at District Post Office Box
- Attends District and Panel Meetings

Service Responsibilities:

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

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and financial software
- Refer to Al-Anon Guideline G-41, Reserve Fund Guideline

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:

- Being a GR is not a requirement but beneficial. An AA member is eligible. It is recommended that 3 years of active Al-Anon membership is required.
- Any Al-Anon member willing to serve who has not previously served a full three-year term in this capacity.
- The Treasurer is elected by the GR's for a three-year term.

AL-ANON INFORMATION SERVICE LIAISON (AISL)

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

Duties:

- Attend the AWSC, NFA Assembly Meetings
- Submit a written report electronically to the NFA Panel, Coordinators, District Representatives, Alternate DRs and AISLs prior to the AWSC and NFA Assembly meetings highlighting District AIS activities and provide a copy to AIS Chairpersons
- Provide a copy of the NFA Coordinator report submitted to AWSC and NFA Assembly to corresponding AIS Chairperson; The Legacy report to Al-Anews Chairperson; AAPP report to DAPP, etc.
- Provide a copy of the NFA AISL reports submitted to the AWSC and NFA Assembly to AIS Chairpersons
- Provide highlights from AWSC and NFA Assembly meetings at the District Meetings
- Chair AIS Chairperson Meetings and attend District and Panel Meetings as scheduled
- Request each AIS Chairperson electronically submit a bi-monthly report to AISL prior to District Meetings
- Provide AIS Information from World Service Office (WSO) e-Communities to appropriate District Officers and AIS Chairpersons

Service Responsibilities:

- As a District Officer, the service position has a 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 ability
- Refer to Al-Anon Guideline G-4

Tips:

- Meet with newly elected AIS Chairpersons to provide position guidelines and service information
- Continue to voice that AIS Chairpersons are not expected to work alone, but are encouraged to form a committee to help
- Work with AIS 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 AA and who have not previously served a full three-year term as AISL. Prior chairperson experience beneficial

ALCOHOLICS ANONYMOUS LIAISON

Maintains communication between Al-Anon District 6 (District) and Alcoholics Anonymous (AA) to provide information and cooperation for the mutual benefit of both fellowships.

Duties:

- Maintain communication between District and AA
- Coordinate Al-Anon scheduled activities with AA
- Cooperate with AA in Public Outreach Projects
- Provide Current Al-Anon Where & When meeting lists to inter-groups

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings and share results
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement, if applicable

Tools Recommended:

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

Tips:

- Possess a basic understanding of Tradition 6
- In all service activities, focus on Al-Anon Program

Who is Eligible:

- The Alcoholics Anonymous Liaison Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three year of actively attending Al-Anon meetings.

ALATEEN CHAIRPERSON

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)

Service Responsibilities:

- Attend District Meetings, Alateen Conferences and Round-ups
- Provide a written report to AISL prior to District meetings and share results
- Encourage Alateen groups to be informed by reading “Alateen Talk” and “The Forum”
- 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
- Refer to Al-Anon Guidelines G-5, G-9, G-16, G-19, 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:

- The Alateen Chairperson is elected by the District Grs for a three year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three years of actively attending Al-Anon meetings.

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
- Receive and deposit material into our District's Archives storage unit
- Organize and catalog information and material
- Maintain and preserve the archival material in the appropriate manner
- Store material 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 Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings
- Present oral report at District Meetings

Tools Recommended:

- Service Sponsor
- Computer/Scanner access and skills
- 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
- The following is a suggested list of records to be submitted to the archivist for storage:
 - Group Records
 - Group Conscience meeting notes
 - Flyers announcing anniversaries and other announcements
 - Annual expense forms

COOPERATING WITH THE PROFESSIONAL COMMUNITY (CPC) CHAIRPERSON

Receives CPC information from the Area CPC Coordinator and dispenses that information to the groups at the district meetings. Also, helps to coordinate any CPC projects in the district, such as sending out letters to professionals to let them know what we are about. The CPC Chairperson serves for three years. Requirements: Willingness and ability to make the commitment. Restrictions: None. Any Al-Anon member can be District CPC Chairperson.

Duties:

- Is the link between WSO, North Florida Area, District, exchanging ideas and information, working to carry the Al-Anon message to the professional community?
- Distributes information received from the WSO to the Districts
- Receives emails from the WSO with inquiries from the professional community requesting Al-Anon information and responds to said inquiries
- Encourages groups and members to reach out to the professional community

Service Responsibilities:

- Attend District Meetings
- Prepare and present written report at each District Meeting
- Cooperates with other Outreach chairpersons

Tools Recommended:

- Service Sponsor
- Al-Anon/Alateen Service Manual
- Access to computers with word processing program
- Refer to G-29
- Read “The Best of Public Outreach” on the WSO website

Who is Eligible:

- The CPC Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one-year of actively attending Al-Anon meetings.

GROUP MEETING LIAISON CHAIRPERSON

Help Groups regarding group concerns or problems: Group Structure, Meeting Formats, the Service Manual and Al-Anon's overall organizational structure. Act as a sounding board but not interfere in the Group. Each Group is “autonomous” but there are times that groups need to reason things out with an objective outsider.

Duties:

- Assist in establishing new meetings in the District's
- Contact anyone who may want to start a new meeting

Service Responsibilities:

- Attend District Meetings
- Provide a written report to the AISL and District Secretary at each District meeting

Establish New Meetings:

- Confirm the location request for the new meeting
- Work with group as a liaison between the group and the District's Attend first few meetings to ensure officers/panel are elected
- be prepared to work with the new group panel (GR, Treasurer and Secretary) to ensure that the Service Manual Guidelines are being followed
- Give donation from the District for Start-up costs

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor

Tips:

- “Let Go” of group when your help is no longer required

Who is Eligible:

- The Group Meeting Liaison is elected by the District GR's for a three-year term. An Al-Anon member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three years of actively attending Al-Anon meetings.

GROUP RECORDS CHAIRPERSON

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 Web Site Chairperson, Where and When Chairperson, Information Line Chairperson, 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 Grs, Alternate Grs and groups understand the importance of maintaining accurate Current Mailing Address (CMA)

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings and share results
- 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

Tools Recommended:

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

Tips:

- Maintain an open line of communication with District and NFA regarding current group records
- Stress the need for groups to update group records as soon as possible rather than waiting for the District Meeting
- Send out District Group e-mail before meeting to include any changes, corrections, additions/deletions for the CMA before final CMA is e-mailed to Panel
- Utilize flash drive for maintaining records for safety and convenience

Who is Eligible:

- The Group Records Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three year of actively attending Al-Anon meetings.

GROWTH INVESTMENT PERSON (GIP)

The Growth Investment Person (GIP) is a member of Al-Anon who is asked by the District Representative (DR) to represent and volunteer at Area World Service Conference (AWSC) and/or North Florida Area (NFA) Assemblies in whatever capacity that is needed. This is a growing experience to see the business side of Al-Anon

Duties:

- Be willing
- Be inquisitive
- Be available

Service Responsibilities:

- Attend District Meetings
- Attend Assemblies to help with Hospitality, Light Side, Fun Shop or Registration
- Attend Area World Service Committee Meetings to help with Hospitality or participate on an Action Committee
- While attending any or all of these meetings you have a voice but no vote
- The District reimburses for meals, gas, registration and room for attendance to meetings
- Keep all receipts for expenses and submit to District Treasurer for reimbursement
- Participation is the key element for the entire event
- Preparation of a brief report of your experience if requested

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor

Tips:

- Willingness to participate
- Observe and enjoy service experience

Who is Eligible:

- This is a volunteer position. The GIP should be new to that particular service event. An Al-Anon/Alateen member who is also a member of AA is eligible to be a GIP. Being a GR is not a requirement We recommend at least one year of actively attending Al-Anon meetings.

HOSPITALITY CHAIRPERSON

Coordinates all aspects of providing refreshments as required for monthly District Meetings.

Duties:

- Establish a committee
- Shop for refreshment items
- Be available to assist in retrieving items from storage area
- Ensure all supplies are properly returned to storage area after use
- Prepare a list of supplies kept in inventory and purchase replacement items as needed
- Receive left-over supplies from Gratitude Dinner
- Cart coffee pots and supplies to District Meetings
- Set-up and breakdown refreshment area

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings.
- Present oral report at District Meetings
- Maintain accounting expenses and promptly submit to Treasurer for reimbursement

Tools Recommended:

- Service Sponsor
- Service Manual

Tips:

- Ask for baked good or food donations from members

Who is Eligible:

- The Hospitality Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one-year of actively attending Al-Anon meetings.

INFORMATION LINE CHAIRPERSON

Solicits monthly Al-Anon volunteers for the purpose of responding to voice messages left on the Districts Information Phone Line from individuals seeking information about Al-Anon and meeting locations.

Duties:

- Maintain a schedule of volunteers or groups to respond to voice messages
- Provide volunteers or groups with instructions on retrieving and returning voice messages on information line
- Remind volunteers on upcoming month of service
- Contact volunteers to see if there are any issues, suggestions for improvements
- Handle situations that arise regarding the phone line itself. Example: deleting old messages
- Review copies of telephone bills (received from Treasurer) regarding locations of calls being received

Note: Could be possible lead for future meetings.

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings
- Present oral report at District Meetings
- Recruit for future telephone service
- Enlighten members of service opportunities

Tools Recommended:

- Current Where and When for our district and surrounding districts
- Service Sponsor
- Al-Anon/Alateen Service Manual (under AIS)
- Computer with internet access
- Refer to Al-Anon Guidelines G-4, paragraph How the AIS Operates

Tips:

- Encourage individuals or groups to volunteer. To be an example of the Al-Anon Declaration: "Let It Begin With Me."

Who is Eligible:

- The Information Line Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one-year of actively attending Al-Anon meetings.

INSTITUTIONS CHAIRPERSON

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

Duties:

- Request volunteers to visit facilities, institutions, etc.
- 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 Meetings
- Provide written report prior to District 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

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
- Meet periodically with committee members to review outreach activities and provide encouragement

Who Is Eligible:

- The Institution Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three year(s) of actively attending Al-Anon meetings.

LITERATURE DISTRIBUTION CENTER (LDC) CHAIRPERSON

Provides Al-Anon members and groups with local access and quick delivery of Al-Anon books, pamphlets, booklets and other Conference Approved Literature (CAL). This position can be co-chaired by two Al-Anon members.

Duties:

- Purchase CAL from World Service Office (WSO) taking advantage of all discounts
- Store and maintain CAL in a secure, clean, air-conditioned location
- Assess and manage inventory needs
- Receive, fulfill and deliver CAL orders to groups and individuals
- Willing to display and promote Conference Approved Literature at “Day of Workshop” and/or “Gratitude Dinner”
- Maintain LDC checkbook for accounts receivable and payable
- Relay CAL information from WSO to District members and groups

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings and share results
- Contribute funds to District from LDC net income when available
- Enlighten members of service opportunities

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Refer to Al-Anon Guidelines G-18, G-31
- Accounting software knowledge helpful

Tips:

- The Chairperson is not expected to work alone and is encouraged to form a committee to help
- Increased passion and appreciation for our literature is likely to occur in this service position

Who is Eligible:

- The Literature Distribution Center (LDC) Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three year of actively attending Al-Anon meetings.

LOVE GIFTS CHAIRPERSON

Each year in April, when the World Service Conference (WSC) meets, the Love Gifts committee provides a small gift for 100 of the Delegates in attendance at the conference. It could be a bookmark, coaster, magnet, etc. It should be something small, yet meaningful and always lists our District and State on the item: District 6, Florida; along with the month and year of the Conference and the letters "WSC".

Duties:

- To prepare Love Gifts for Delegates attending the World Service Conference

Service Responsibilities:

- Attend District Meetings
- Ask group members who might be interested to join in making 100 craft items
- Send Love Gifts to WSC hotel -
Prior to the WSC you will be notified where the Love Gifts are to be sent. This is usually an email from the AISL explaining where (what hotel) and when to mail the Love Gifts. Usually a time frame of 4-5 days is allowed when the hotel will accept these items.
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

Tools Recommended:

- Service Sponsor

Tips:

- Materials for crafts are purchased by the Chairperson
- Ask for help, get a committee together

Who is Eligible:

- The Love Gifts Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one year of actively attending Al-Anon meetings.

PUBLIC OUTREACH INFORMATION CHAIRPERSON

Informs the general public through the media (newspapers, TV, radio 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 that encompasses: Cooperating with the Professional Community (CPC), Institutions and Alateen Chairpersons, as well as the North Florida Area Public Outreach Coordinator.
- Utilize “The Best of Public Outreach” to develop suggested activities for reaching out to the public
- 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 community events
- Invite community leaders and media contacts to attend open meetings
- Distribute Al-Anon CAL and posters stamped with local contact phone number in public places (with permission of the facility)
- Contact local radio and TV stations
- Develop a relationship with NFA Public Outreach Coordinator

Service Responsibilities:

- Attend District Meetings
- Provide written report prior to District Meetings and share results
- 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 skills
- Best of Public Outreach
- Refer to Al-Anon Guidelines G-10, G-22 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:

- The Public Outreach Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three year(s) of actively attending Al-Anon meetings.

SERGEANT AT ARMS

Greet arriving GRs and guests, directing them to sign-in table. Insure the comfort and utility of the District Meeting room

Duties:

- Provide sign-in sheets for members
- Provide name tags for members

Service Responsibilities:

- Attend District Meetings
- Be available, if needed, to open and close the room for the District Meeting
- Condition of the meeting room
 - Accommodate the general comfort for the greater number of meeting participants
 - Air temperature
- Physical nature of the meeting facility
 - Seating and tables
 - Set up and tear down chairs, tables, etc. with the help of other member volunteers
 - Double check the kitchen before leaving, ensuring that it is cleaned up properly and everything turned off
- Oversee sign-in of Grs for voting purposes and guest

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor

Tips:

- Be flexible
- Ask for help, get a committee together to help with the heavy stuff
- Make a room plan on paper. If you can't make a meeting, someone stepping in will be able to set the room up
- Attendees who have a problem with the facility should communicate their concerns directly to the Sergeant at Arms for resolution. If the Sergeant at Arms cannot resolve these situations, the DR will get involved
-

Who is Eligible:

- The Sergeant At Arms is elected by the District GRs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one year of actively attending Al-Anon meetings.

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 to spread the word about the Speakers List

Service Responsibilities:

- Attend District Meetings
- Provide written report to Al-Anon Information Service Liaison (AISL) prior to District Meeting
- Enlighten members of service opportunities

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:

- The Speaker List Chairperson is elected by the District GRs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity.

Being a GR is not a requirement. We recommend at least one year of actively attending Al-Anon meetings.

WEB SITE CHAIRPERSON (WEBMASTER)

Maintains and develops the District Web site 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 web site, 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 web site using the File Transfer Protocol (FTP)
- Add new links to the navigation bar when new pages are added
- Respond to all web site inquiries by answering emails or forwarding them to the appropriate District Officer or chairperson

Service Responsibilities:

- Attend District Meetings
- Provide Written report to AISL prior to District Meetings
- Present oral report at District Meetings
- Work with District officers and chairpersons to provide pages and services requested
- Ensure all documents posted to the web site are free of personally identifiable information, in accordance with our 11th Tradition
- 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/skills
- Refer to Al-Anon Guidelines G-40
- F.A.Q. For Al-Anon Web Sites S-66

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 as needed

Who is Eligible:

- The Web Site Chairperson is elected by the District Grs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least three years of actively attending Al-Anon meetings.

WHERE AND WHEN CHAIRPERSON

Creates, publishes and distributes a District meeting list every 2 months.

Duties:

- Maintain the document file(s) used for printing, updating and editing meeting information as received from the District Group Records Chairperson
- Have communication with the Group Records Chairperson
- All changes for meeting additions and closings must come from the G-1 forms that go to the district.
- Use an organized, consistent format to aid readers
- Solicit competitive bids for printing
- Establish and maintain a working relationship with printer of Where and When
- Provide a copy of Where and When to Webmaster Chair for posting on District web site
- Deliver copies of Where and When to District Meetings
- Retain a copy of each printed Where and When for archival purposes

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings.
- Present oral report at District Meetings
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

Tools Recommended:

- Service Sponsor
- Computer and skills required

Tips:

- Bundle Where & When for groups
- Monitor quantities necessary to meet District needs
- Print a nominal number on white paper to facilitate copying by others
- Share and exchange Where & When with other districts and World Service Office (WSO)

Who is Eligible:

- The Where and When Chairperson is elected by the District GRs for a three-year term. An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not a requirement. We recommend at least one-year of actively attending Al-Anon meetings.

DAY OF WORKSHOP CHAIRPERSON

Al-Anon member to stand as Chairperson to coordinate Day of Workshop, at least 8 months prior to event.

Duties:

- Form a committee to assist with various areas: food, registration, raffles, workshops, literature, decorations, set-up and clean-up.
- Schedule meetings with committee members on progress
- Secure location and date for event
- Create Flyer, share with Web Master and GRs for distribution

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

Tools Recommended:

- Service Sponsor
- Review prior Day of Workshop reports (Archivist)
- Day of Workshop Guidelines

Tips:

- Enlist volunteers from Groups and District Meetings
- Create committees

Who is Eligible:

- The Day of Workshop Chairperson is a volunteered position for one year. We recommend at least three years of actively attending Al-Anon meetings.

DAY OF WORKSHOP – SUGGESTED GUIDELINES

Chairperson:

- Chosen at least 8 months prior to event when possible. Time needed to secure location
- Circulate sign-up sheet for volunteers for core committee at District Meeting
- Review history of previous years' Day of Workshops (Archivist)
- Review Day of Workshop Guidelines
- Writes reports of meetings for District Meetings
- Schedule meetings around district Meetings for requesting support and timeliness of reporting

Place and Date (6-7 months prior):

- Choose Date – preferably before end of April
- Call churches for available dates
- Establish place size (need to accommodate at least 90-125 people)
 - Prefer Church that does not require insurance
 - Hours of Use
 - Availability of kitchen use required
 - Number of tables available and layout of rooms available

Planning Meeting with Core Committee (6 months prior):

- Review folder from previous year's workshops
- Establish committees: Workshops, Food, Decorations, Registration, Raffle, Literature, Set-up and Clean-up
- Choose “Al-Anon Theme”
- Develop outline for the day's events
- Choose number of workshops and titles (Workshop Committee)
- Create sign-up form for volunteers to chair individual workshops – circulate at District Meetings
- Create Event Flyers with map to circulate at District meeting – to go to groups
- Start working on getting speaker (Chairperson or designated person)
- Request seed money from District Meeting

Meeting with Committee Chairs (5 months prior)

Food:

- Cook/donating vs catering – determine menu
- Number people estimated (90 – 125)
- Obtain prices from various sources
- Served by Al-Anon members vs self-serve
- Check with Hospitality Chair for paper goods supplies
- Put numbers on tables to direct order of eating

DAY OF WORKSHOP – SUGGESTED GUIDELINES CONT.

Meeting with Committee Chairs cont.:

Registration:

- Sell tickets at door
- Registration table manned at all times
- Supplies: pads, pens, name tags and markers
- Maintain list of people in attendance (number lines of count)
- Have cash box and money to make change available
- Keep registration cash separate from other money

Raffles:

- Create Event Flyer requesting baskets from individual groups and distribute to GRs at District Meeting
- Use District Guidelines for baskets/items
- Purchase Raffle tickets, if necessary (check with district)
- Keep raffle cash separate from other money

Workshops:

- Create names and number of workshops
- Review physical setup for location of workshops (floor plan)
- Create signs for directions to workshops
- Create folders for leaders of workshops to include: opening, preamble, format, program, etc

Decorations/Setup/Cleanup:

- Decide on budget at planning meeting
- Decide on theme/colors
- Signs: raffle, registration, numbers on tables, literature
- Meet at event location to define set-up/create floor plan
- Ask about garbage bags and disposal

Literature Table:

- LDC Chairperson or substitute
- Table manned at all times during meal
- Keep cash separate from meal funds

Miscellaneous:

- Ticketing
 - Determine price per personal
 - Sell ahead vs and/or at door
 - Include price on flyers
- Develop program
- Review Chairperson's announcements, preamble, format, etc
- Speaker (gift for speaker)

DAY OF WORKSHOP – SUGGESTED GUIDELINES CONT.

Meeting with Entire Committee (2 months prior):

- Review physical setup for location of workshops – floor plan
- Chairpersons report on their progress and needs
- Inform all volunteers as to how each committee's work is to be accomplished

Meeting with Committee Chairs (1 month prior):

- Finalize all plans
- Finalize and print program
- Confirm speaker – provide location direction to speaker

Day of Workshop:

- Set up day before if possible
- Pick-up food, beverages, etc.

Wrap-up Committee Meeting (as soon as possible after event):

- Reports on results from each committee
- Each chair to thank committee members
- Review budget
- Final Reporting to District Meeting
- Entertain suggestions for Next year Day of Workshop

GRATITUDE DINNER CHAIRPERSON

Al-Anon member to stand as Chairperson to coordinate Gratitude Dinner Event, at least 8 months prior to event.

Duties:

- Form a committee to assist with various areas: food, registration, raffles, workshops, literature, decorations, set-up and clean-up.
- Schedule meetings with committee members on progress
- Secure location and date for event
- Create Flyer, share with Web Master and GRs for distribution

Service Responsibilities:

- Attend District Meetings
- Provide Written report to Al-Anon Information Service Liaison (AISL) prior to District Meetings and share results
- Enlighten members of service opportunities
- Maintain accounting of District expenses and promptly submit to Treasurer for reimbursement

Tools Recommended:

- Service Sponsor
- Review prior Gratitude Dinner reports (Archivist)
- Gratitude Dinner Guidelines

Tips:

- Enlist volunteers from Groups and District Meetings
- Create committees

Who is Eligible:

- The Gratitude Dinner Chairperson is a volunteered position for one year. We recommend at least three years of actively attending Al-Anon meetings.

GRATITUDE DINNER – SUGGESTED GUIDELINES

Chairperson:

- Chosen at least 8 months prior to event when possible. Time needed to secure location
- Circulate sign-up sheet for volunteers for core committee at District Meeting
- Review history of previous years' Gratitude Dinner (Archivist)
- Review Gratitude Dinner Guidelines
- Writes reports of meetings for District Meetings
- Schedule meetings around district Meetings for requesting support and timeliness of reporting

Place and Date (6-7 months prior):

- Choose Date – preferably before end of October
- Check with AA Central Office to avoid conflicts
- Call churches and facilities for available dates
- Establish place size (need to accommodate at least 90-125 people)
 - Prefer Church that does not require insurance
 - Hours of Use
 - Availability of kitchen use required
 - Number of tables available and layout of rooms available

Planning Meeting with Core Committee (6 months prior):

- Review folder from previous year's dinner(s) and troubleshooting notes
- Set up Committees: Food, Decorating, Registration, Raffle, Literature
- Develop sign-up sheet for District Meeting
- Develop “Theme”
- Develop flyers for distribution at District Meeting with price included
- Start working on getting speakers
- Request seed money from District meeting

Meeting with Committee Chairs (5 months prior)

Food:

- Cook/donating vs catering – determine menu
- Number people estimated (90 – 125)
- Obtain prices from various sources
- Served by Al-Anon members vs self-serve
- Check with Hospitality Chair for paper goods supplies
- Put numbers on tables to direct order of eating

GRATITUDE DINNER – SUGGESTED GUIDELINES CONT.

Meeting with Committee Chairs cont.:

Registration:

- Tickets: sell ahead vs sell at door
- Registration table manned at all times
- Supplies: pads, pens, name tags and markers
- Set up in 2 locations to avoid long lines
- Maintain list of people in attendance (number lines of count)
- Keep cash separate until end of dinner

Raffles:

- Create Event Flyer requesting baskets from individual groups and distribute to GRs at District Meeting
- Stress use of District Guidelines for baskets/items
- Purchase Raffle tickets, if necessary (check with district)
- Keep raffle cash separate from other money

Decorations/Setup/Cleanup:

- Decide on budget at planning meeting
- Decide on theme/colors
- Signs: raffle, registration, numbers on tables, literature
- Meet at event location to define set-up/create floor plan
- Ask about garbage bags and disposal

Literature Table:

- LDC Chairperson or substitute
- Table manned at all times during meal
- Keep cash separate from meal funds

Miscellaneous:

- Ticketing
 - Determine price per person
 - Sell ahead vs and/or at door
 - Include price on flyers
- Develop program
- Review Chairperson's announcements, preamble, format, etc.
- Speaker (gift for speaker)

GRATITUDE DINNER – SUGGESTED GUIDELINES CONT.

Meeting with Entire Committee (2 months prior):

- Review physical setup for location, floor plan
- Chairpersons report on their progress and needs
- Inform all volunteers as to how each committee's work is to be accomplished

Meeting with Committee Chairs (1 month prior):

- Finalize all plans
- Finalize and print program
- Confirm speaker – provide location direction to speaker

Day of Workshop:

- Set up day before if possible
- Pick-up food, beverages, etc.

Wrap-up Committee Meeting (as soon as possible after event):

- Reports on results from each committee
- Each chair to thank committee members
- Review budget
- Final Reporting to District Meeting
- Entertain suggestions for next year Gratitude Dinner