



Revised: 8/15/2023

North Florida Area District 6 Service Position Guidelines

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Group Representative (GR) 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 resource and information source for the groups.

Duties:

- Schedules and chairs District and Panel meetings
- Electronically distributes District meeting minutes to the Group Representatives (GRs)
- Serves as liaison with the GRs to ensure continuity within the groups and Panel
- Visits all groups in the District, particularly new groups, to assure they receive all necessary information and help
- Helps the groups understand and apply the Traditions to fellowship activities
- Attends AWSC meetings, North Florida Area (NFA) Assemblies and reports District activities
- Submits Red Light/Green Light topics to AWSC
- Provides Red Light/Green Light guidelines to the volunteer presenter
- Assists the Delegate in disseminating Conference information and reports

Service Responsibilities:

- As a District Officer, the service position has a voice and a vote at Panel meetings: a voice but no vote at District meetings
- Enlightens members of service opportunities
- Encourages service at group and District levels
- Prepares GRs for Spring and Fall Assemblies and distributes information
- Supports all District and NFA events
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline G-37 \(Click to View\)](#)

Tips:

- Work closely with District Information Service Liaison (DISL) and Area Information Chairperson
- Work closely with the Alternate District Representative for development and support

Who is Eligible:

- All outgoing and past GRs who have or will have completed three years of service in that position, who are not also members of AA and who have not previously served a full three-year term as District Representative. The District Representative is elected by the GRs for a three-year term.

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ALTERNATE DISTRICT REPRESENTATIVE

Serves as a resource and information source for the groups. In the absence of the District Representative (DR), chairs the District meetings.

Duties:

- Attends District and District Information Service Liaison (DISL) Chairperson meetings
- Attends Area World Service Committee (AWSC) and Assembly meetings with DR when available
- Attends AWSC in the absence of the (DISL)
- Attends Panel meetings as scheduled by DR
- Completes the term as DR if the DR steps down
- Solicits volunteers to read Steps, Traditions, and Concepts at District meetings
- Presents highlights from The Forum, group sharings, concerns, and anniversaries
- Provides blank motion forms for use by Group Representatives (GRs)
- Reviews written motions for content prior to passing to DR
- Maintains the District Service Positions Manual and provides suggested service guidelines as needed

Service Responsibilities:

- As a District Officer, the service position has a voice and a vote at Panel meetings: a voice but no vote at District meetings unless currently serving as a GR
- Enlightens members of service opportunities
- Encourages service at group and District levels
- Coordinates group visits with DR to provide support, answer questions or help with group problems
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline G-37 \(Click to View\)](#)

Tips:

- Work closely with DR to provide assistance as needed

Who is Eligible:

- All outgoing and active past GRs who have or will have completed three years of service in that position, who are not also members of AA and who have not previously served a full three-year term as Alternate DR. The Alternate DR is elected by the GRs for a three-year term.

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DISTRICT SECRETARY

Records and develops District and Panel meeting minutes. Provides the District meeting minutes to the District Representative (DR) for approval and distribution.

Duties:

- Attends District and Panel meetings or provides an alternate
- Electronically records District and Panel meetings
- Emails drafts of District minutes to DR for distribution to Group Representatives (GRs)
- Asks for motion to accept minutes
- Responsible for Roll Call at District meetings
- Maintains an updated list of motions, copies of written motions and Panel minutes in a binder if applicable

Service Responsibilities:

- This service position has a voice and a vote at Panel meetings: a voice but no vote at District meetings
- Enlightens members of service opportunities
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

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

Tips:

- Communicate to GRs how they can help by identifying themselves and their group during Roll Call
- Deliver the minutes as soon as possible after meetings

Who is Eligible:

- Any Al-Anon member willing to serve who has not previously served a full three-year term in this capacity. Being a GR is not required, but at least one year of active Al-Anon service is recommended. An AA member is eligible. The Secretary is elected by the GRs for a three-year term.

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DISTRICT TREASURER

Manages the finances of the District, including but not limited to: receiving and disbursing funds; maintaining accurate financial records; reconciling bank statements; and preparing and presenting periodic financial reports and the annual budgets.

Duties:

- Opens and maintains local bank account and proper signatory requirements
- Receives the monthly bank statement and ensures the checkbook is in balance
- Accepts, deposits, and maintains a record of all group and individual contributions
- Accepts and deposits the monthly contributions from the Literature Distribution Center
- Pays all bills in a timely manner
- Obtains expense receipts and reimburses Officers and other AI-Anon members for District projects and expenses
- Provides a financial report for each District meeting including a copy of the current income and expenses, the budget, and year-to-date contributions
- Retains electronic copies of financial records for audit and archival purposes
- Backs up all District computer files regularly, if applicable
- Develops a proposed annual budget to be presented to the Group Representatives (GRs) for approval
- Collects, processes, and distributes all mail received at the District post office box
- Attends District and Panel meetings

Service Responsibilities:

- As a District Officer, the service position has a voice and a vote at Panel meetings: a voice but no vote at District meetings
- Establishes and maintains a working relationship with all Officers, Chairpersons, and other AI-Anon members
- Is available as a resource to the groups and cooperates with other North Florida Area Districts and Officers

Tools Recommended:

- AI-Anon/Alateen Service Manual
- Service Sponsor
- Computer and financial software
- Reimbursement form
- [AI-Anon Guideline G-41 \(Click to View\)](#)

Tips:

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

Who is Eligible:

- Any AI-Anon member willing to serve who has not previously served a full three-year term in this capacity. Having served as a GR is not a requirement but beneficial and three years of active AI-Anon membership is recommended. An AA member is eligible. The District Treasurer is elected by the GRs for a three-year term.

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DISTRICT INFORMATION SERVICE LIAISON (DISL)

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

Duties:

- Attends District and Panel meetings
- Requests each DIS Chairperson electronically submit a report to DISL prior to District meetings
- Coordinates presentation of chairpersons' reports at District meetings
- Chairs DIS Chairperson meetings as needed
- Attends AWSC and NFA Assembly meetings
- Submits electronic reports to the Area Website Chairperson prior to AWSC and NFA Assembly highlighting District activities. Coordinates reports with District Chairpersons
- Provides highlights from AWSC and NFA Assembly meetings at District meetings

Service Responsibilities:

- As a District Officer, the service position has a voice and a vote at Panel meetings: a voice but no vote at District meetings
- Enlightens members of service opportunities
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline G-4 \(Click to View\)](#)

Tips:

- Meet with newly elected DIS Chairpersons to provide position guidelines and service information
- Continues to voice that DIS Chairpersons are not expected to work alone, but are encouraged to form committees
- Works with DIS Chairpersons by providing assistance, offering suggestions for improvement and problem-solving techniques

Who is Eligible?

- All outgoing and active past Group Representatives (GRs) who have or will have completed three years of service in that position, who are not members of AA and who have not previously served a full three-year term as DISL. Prior chairperson experience is beneficial. The DISL is elected by the GRs for a three-year term.

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ALATEEN CHAIRPERSON

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

Duties:

- Regularly meets with AMIAS to exchange ideas, discuss problems, and provide encouragement
- Becomes familiar with all Alateen literature
- Becomes a resource within the District to encourage Al-Anon members to become active in Alateen service
- Reaches out to the community to find locations for new Alateen meetings
- Cooperates with the Public Outreach Information Chairperson to provide Alateen information to schools, churches, special events, etc.
- Sponsors Alateen meetings within the District, when needed
- Works closely with the Area Alateen Process Person (AAPP)

Service Responsibilities:

- Attends District meetings, Alateen conferences and Round-ups
- Provides an electronic report to DISL prior to District meetings and shares results
- Presents oral reports at District meetings
- Encourages Alateen groups to be informed by reading “Alateen Talk” and “The Forum”
- Enlightens members of service opportunities
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Required:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Al-Anon Guidelines [G-5](#), [G-9](#), [G-16](#), [G-19](#), [G-24](#), and [G-34](#) (Click to View)

Tips:

- The Chairperson is not expected to work alone but is encouraged to form a committee to help
- Encourage AMIAS by providing assistance, offering suggestions for improvement and problem-solving techniques

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not a requirement but at least three years of actively attending Al-Anon meetings is recommended. The Alateen Chairperson is elected by the GRs for a three-year term.

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ALCOHOLICS ANONYMOUS LIAISONS

Because our District is geographically large, two members are suggested: one person to represent the northern area and another to represent the southern area.

Maintain communication between the District and Alcoholics Anonymous (AA) to provide information and cooperation for the mutual benefit of both fellowships.

Duties:

- Coordinate Al-Anon scheduled activities with AA
- Cooperate with AA in Public Outreach Projects
- Provide current Al-Anon Where and Whens to intergroups

Service Responsibilities:

- Provide electronic reports to DISL prior to District meetings
- Presents oral reports at District meetings
- Keep all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline G-3 \(Click to View\)](#)

Tips:

- Possess a basic understanding of Tradition 6
- Focus on Al-Anon program in all service activities

Who is Eligible:

- Any Al-Anon/Alateen member who is also a member of AA is eligible. Being a Group Representative (GR) is not a requirement. At least three years of actively attending Al-Anon meetings is recommended. The Alcoholics Anonymous Liaisons are elected by the GRs for a three-year term.

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ARCHIVES CHAIRPERSON

Preserves Al-anon District 6 digital Meeting Minutes and Treasurer's Reports.

Duties:

- Electronically receives approved Meeting Minutes and Treasurer's Reports from the DR
- Incorporates the Minutes and Treasurer's Reports into the Archival Document
- Electronically sends the updated Archival Document to the Webmaster for posting in the password protected area of the Al-anon District 6 Website

Service Responsibilities:

- Attends District meetings
- Presents oral report at District meetings as needed

Tools Recommended:

- Service Sponsor
- Computer/scanner access and MS Word skills
- [Al-Anon Guideline G-30 \(Click to View\)](#)

Tips:

- Knowledge of Power PDF helpful
- Be familiar with archival procedures

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not required but at least one year of actively attending Al-Anon meetings is recommended. The Archives Chairperson is elected by the GRs for a three-year term.

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EVENT CHAIRPERSON

Plans Gratitude Luncheons and Workshops as well as any other special events the District decides to present

Duties:

- Coordinates with DR on each planned event
- Plans themes and agendas for events
- Organizes food, raffles, and decorations
- Procures guest speakers
- Purchases all supplies
 - Paper and plastic products, coffee, tea, and drinks
- Secures venue and audio/video for events
 - Projector is available through the Sergeant at Arms
 - HDMI cable is not provided and must be brought the day of each event
- Organizes committees to help in production of events
- Designs fliers and organizes promotion of events

Service Responsibilities:

- Attends District meetings
- Submits electronic progress reports to DISL prior to District meetings
- Presents oral reports at District meetings
- Stays within the established budget
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Service Sponsor
- Al-Anon/Alateen Service Manual
- Some computer skills

Tips:

- Enlist volunteers from groups and District meetings
- The Chairperson is not expected to work alone but is encouraged to form a committee to help

Who is Eligible:

- Any Al-Anon member who has not previously served a full three-year term in this capacity. An Al-Anon/Alateen member who is also a member of AA is eligible. Being a Group Representative (GR) is not a requirement. At least three years of actively attending Al-Anon meetings is recommended. The Event Chair is elected by the GRs for a three-year term.

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GROUP MEETING LIAISONS

Because our District is geographically large, two members are suggested: one person to represent the northern area and another to represent the southern area.

Help groups with concerns, especially those groups who may be having difficulties following the Traditions. Each group is “autonomous” but sometimes groups need to reason things out with an objective outsider who mentors, but does not interfere.

Duties:

- Assist in establishing new meetings in the District
- Communicate with anyone who may want to start a new meeting

Service Responsibilities:

- Attend District meetings
- Provide an electronic report to the DISL prior to each District meeting
- Present oral reports at District meetings

Establish New Meetings:

- Confirm the location requests for the new meeting
- Give startup funds from the District
- Attend first group meetings and review the suggested meeting guidelines
- Work with the new group officers (Group Representative (GR), Treasurer and Secretary) to ensure that the Service Manual Guidelines are followed
- Liaise between the group and the District

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Knowledge of group organization, meeting formats and Al-Anon’s overall organizational structure

Tips:

- “Let Go” of group when further assistance is no longer required

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not required but at least one year of actively attending Al-Anon meetings is recommended. The Group Meeting Liaison Chairpersons are elected by the GRs for a three-year term.

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GROUP RECORDS CHAIRPERSON

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

Duties:

- Maintains current and accurate records of group information
- Communicates any changes to the Area Group Records Coordinator
- Notifies District Representative, Where and When Chairperson, and the Information Line Chairperson of these changes
- Inform appropriate Group Liaison and Treasurer when a new Group receives its WSO registration. The Group Liaison personally delivers the new Group's startup check
- Maintains a current contact list of all group and District trusted servants
- Ensures Group Representatives (GRs), alternate GRs, and groups understand the importance of maintaining an accurate Current Mailing Address (CMA) list

Service Responsibilities:

- Attends District meetings
- Provides electronic reports to District Information Service Liaison (DISL) prior to District meetings
- Presents oral reports at District meetings
- Participates in NFA Assemblies as Registration Chairperson as requested (possibly once per Panel)
- Enlightens members of service opportunities
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline G-36 \(Click to View\)](#)

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 the current CMA, updated with any changes, corrections, additions/deletions, to the designated Panel prior to District meetings. Use cover letter to specify the changes that have been made for easy reference
- Utilize flash drive for maintaining records

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a GR is not required but at least three years of actively attending Al-Anon meetings is recommended. The Group Records Chairperson is elected by the GRs for a three-year term.

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GROWTH ENHANCEMENT MEMBER (GEM)

The Growth Enhancement Member (GEM) is a member of Al-Anon who is asked by the District Representative (DR) to volunteer at Area World Service Conference (AWSC) and/or North Florida Area (NFA) Assemblies in whatever capacity that is needed. This service opportunity is a growth experience for members to observe the business side of Al-Anon.

Duties:

- Be willing
- Be inquisitive
- Be available

Service Responsibilities:

- Attends Districts meetings
- Attends Assemblies to help with Hospitality, Light Side, Fun Shop or Registration
- Attends Area World Service Committee meetings to help with Hospitality or participate on an Action Committee
- Has a voice but no vote when attending any or all of these meetings
- Be reimbursed for meals, gas, registration, and room by District when attending
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement
- Prepares a brief report of experiences if requested

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor

Tips:

- Participation is the key element for the entire event
- Observe and enjoy the service experience

Who is Eligible:

- This is a volunteer position, and the GEM should be new to that particular service event. An Al-Anon/Alateen member who is also a member of AA is eligible. Being a Group Representative (GR) is not required and at least one year of actively attending Al-Anon meetings is recommended.

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HOSPITALITY CHAIRPERSON

Coordinates all aspects of providing refreshments for District meetings.

Duties:

- Establishes a committee
- Shops for refreshment items
- Stores paper products, etc.
- Sets up and breaks down refreshment area

Service Responsibilities:

- Attends District meetings or arranges for an alternate
- Provides reports to District Information Service Liaison (DISL) prior to District meetings
- Presents oral reports at District meetings
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor

Tips:

- Provides a variety of snacks
- Assures coffee and water are available

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not required but at least three years of actively attending Al-Anon meetings is recommended. The Hospitality Chairperson is elected by the GRs for a three-year term.

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INFORMATION LINE CHAIRPERSON

Responds promptly to voice messages left on the District's Information Phone Line. Provides current information about Al-Anon and meeting locations.

Duties:

- Handles situations that arise regarding the phone line itself. Example: deleting old messages
- Reviews copies of telephone bills (received from the Treasurer) regarding locations of calls being received. This information could indicate the need for new meetings in that area.

Service Responsibilities:

- Attends District meetings
- Provides an electronic report to District Information Service Liaison (DISL) prior to District meetings
- Presents oral reports at District meetings
- Enlightens members of service opportunities

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Current Where and When from our District and surrounding Districts
- Computer and word processing software/skills
- [Al-Anon Guideline G-4, Paragraph How the AIS Operates \(Click to View\)](#)

Tips:

- Encourage individuals or groups to volunteer
- Maintain a schedule of volunteers or groups to respond to voice messages
- Provide volunteers or groups with instructions on retrieving and returning voice message on information line
- Remind volunteers on upcoming month of service
- Contact volunteers to see if there are any issues, and/or offer suggestions for improvement

Who is Eligible:

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

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LOVE GIFTS CHAIRPERSON

Each year in April, when the World Service Conference (WSC) meets, Love Gifts, 100 small yet meaningful gifts, are provided for attending delegates. The items identify: WSC, District, State, plus the month and year of the conference.

Duties:

- Prepares and sends Love Gifts to the delegates

Service Responsibilities:

- Attends District meetings
- Presents oral reports at District meetings
- Asks group members who might be interested to join in making 100 craft items
- Sends Love Gifts to WSC hotel five days prior to event
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor

Tips:

- Purchase materials for crafts
- The Chairperson is not expected to work alone but is encouraged to form a committee to help

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not required but at least one year of actively attending Al-Anon meetings is recommended. The Love Gifts Chairperson is elected by the GRs for a three-year term.

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PUBLIC OUTREACH INFORMATION CHAIRPERSON

Informs the public through all media sources and any other means of reaching the public directly (e.g., poster placement, health and community fairs) about who we are, what we do and how to get in touch with us.

Duties:

- Forms a committee that encompasses: Cooperating with the Professional Community (CPC), Institutions and Alateen Chairpersons, as well as the North Florida Area Public Outreach Coordinator
- Provides speakers and Al-Anon Conference Approved Literature (CAL) for community events
- Participates and exhibits at health fairs and community events
- Invites community leaders and media contacts to attend open meetings
- Distributes Al-Anon CAL and posters stamped with local contact phone number in public places, with permission
- Contacts local radio and TV stations
- Develops a relationship with NFA Public Outreach Coordinator

Suggested Guidelines for COOPERATING WITH THE PROFESSIONAL COMMUNITY

- Exchanges ideas and information to link WSO, North Florida Area and District in order to carry the Al-Anon message to the professional community
- Distributes information received from WSO to the District
- 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

Suggested Guidelines for INSTITUTIONS:

- Provides the Al-Anon/Alateen program to the families and friends of alcoholics in treatment centers, hospitals, correctional or other residential facilities and shelters
- Learns and communicates each institution's guidelines and practices

Service Responsibilities:

- Coordinates and cooperates with other Outreach Chairpersons
- Attends District meetings and submits electronic progress reports to District Information Service Liaison (DISL) prior to District meetings
- Presents oral reports at District meetings
- Enlightens members of service opportunities
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- Al-Anon Guidelines [G-9](#), [G-10](#), [G-22](#), and [G-38](#) (Click to View)

Tips:

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

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible. Being a Group Representatives (GR) is not required but at least three years of actively attending Al-Anon meetings is recommended. The Public Outreach Information Chairperson is elected by the GRs for a three-year term.

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SERGEANT AT ARMS

Arrives half an hour prior to meeting to open doors and set up the room. Greets arriving Group Representatives (GRs) and guests, directing them to sign-in table.

Duties:

- **Sets up sign-in table**
 - Provides sign-in sheets for members (voting and non-voting sheets)
 - Provides name tags, pens, and markers for members
 - Oversees sign-ins of GRs for voting purposes and sign-in of guests
 - Gives sign-in sheets and count of those voting to Secretary
- **Sets up a handouts table**

Service Responsibilities:

- Attends District meetings
- Manages the condition of the meeting rooms
 - Accommodates the general comfort for the greatest number of meeting participants
- Manages the physical nature of the meeting facility
 - Sets up and tears down chairs, tables, etc., with the help of other member volunteers
 - Puts name tags on officers' table (DR, ALT DR, DISL, TREASURER and SECRETARY)
 - Ensures the kitchen is cleaned and appliances and lights are turned off
 - Confirms all doors all locked

Tools Recommended:

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

Tips:

- Be flexible
- The Chairperson is not expected to work alone but is encouraged to form a committee to help, especially with heavy items
- 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 then be involved.

Who is Eligible:

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

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SPANISH LIAISON

This service volunteer will reach out to the Spanish community and encourage their formation.

Serves as a conduit between the District and Spanish Al-Anon groups.

Duties:

- Attends Spanish meetings
- Attends District meetings
- Provides electronic reports to District Information Service Liaison (DISL) prior to District meetings
- Presents oral reports at District meetings

Responsibilities:

- Encourages the formation of Spanish speaking groups in the District
- Works with and supports these groups when appropriate

Tools recommended:

- Al-Anon/Alateen Service Manual
- Service sponsor
- Competency in the Spanish language
- Some computer and word processing skills

Tips:

- The Group Liaison could be a helpful resource in establishing new meetings

Who is Eligible:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not required but at least one year of actively attending Al-Anon meetings is recommended. The Spanish Liaison is elected by the GRs for a three-year term.

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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:

- Maintains an up-to-date and accurate list of speakers
- Encourages members to volunteer as speakers
- Utilizes the District meetings to spread the word about the Speakers List

Service Responsibilities:

- Attends District meetings
- Provides electronic reports to District Information Service Liaison (DISL) prior to District meetings
- Enlightens members of service opportunities

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- [Al-Anon Guideline G-1 \(Click to View\)](#)

Tips:

- The Chairperson is not expected to work alone but is encouraged to form a committee to help
- Consider geographical location of speakers when managing list
- Utilize Al-Anon members who 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:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not required but at least one year of actively attending Al-Anon meetings is recommended. The Speakers List Chairperson is elected by the GRs for a three-year term.

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WEBSITE CHAIRPERSON (WEBMASTER)

Maintains and develops the District Website and promotes it as a District communications tool.

Duties:

- Maintains communications with domain provider and hosting service and troubleshoots operational issues
- Maintains administration, ownership and registration information and ensures the domain name and hosting renewals are current
- Maintains accurate and current information on website, including but not limited to, District Guidelines, meeting minutes and other documents containing information of interest to current and prospective members
- Updates meeting information when changes are received from the Where and When Chairperson
- Updates event calendar with new events and flyers
- Provides and maintains email addresses for all District service positions
- Transfers new and updated pages to the website using the File Transfer Protocol (FTP)
- Adds new links to the navigation bar when new pages are added
- Responds to all website inquiries by answering emails or forwarding them to the appropriate District Officer or Chairperson

Service Responsibilities:

- Attends District meetings
- Provides electronic reports to DISL prior to District meetings
- Presents oral reports at District meetings
- Works with District Officers and Chairpersons to provide pages and services requested
- Ensures all documents posted to the website are free of personally identifiable information, in accordance with our 11th Tradition
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline G-40 \(Click to View\)](#)

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:

- An Al-Anon/Alateen member who is also a member of AA is eligible to serve in this capacity. Being a Group Representative (GR) is not required but at least three years of actively attending Al-Anon meetings is recommended. The Web Site Chairperson is elected by the GRs for a three-year term.

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WHERE AND WHEN CHAIRPERSON

Creates, publishes, and distributes a District meeting list at the District meetings.

Duties:

- Maintains the document file(s) used for printing, updating, and editing meeting information as received from the District Group Records Chairperson
- Sends the updated document to the Webmaster for posting on the District Website (ASAP)
- Communicates with the Group Records Chairperson
- Uses an organized, consistent format to aid readers
- Provides a copy of Where and When to Website Chairperson for posting on District website
- Delivers copies of Where and When to District meetings

Service Responsibilities:

- Attends District meetings
- Provides electronic reports to the District Information Service Liaison (DISL) prior to District meetings
- Presents oral reports at District meetings
- Keeps all receipts for District expenses and promptly submits to Treasurer for reimbursement

Tools Recommended:

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

Tips:

- Bundle the Where and Whens in groups of ten for each Group Representative (GR) at District
- Monitor quantities necessary to meet District needs
- Print a nominal number on white paper to facilitate copying by others

Who is Eligible:

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

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GROUP REPRESENTATIVE (GR)

Serves as a resource and information link between their group and the District. The GR is vital “in the continuing function, growth, and unity of worldwide Al-Anon.”

Duties:

- Attends District meetings or provides an alternate
- Attends bi-annual Area World Assemblies
- Informs group of all District, Area, and World Service updates

Service Responsibilities:

- The GR vote is the most critical component to the direction of Al-Anon
- This service position has a voice and a vote at District meetings

Tools:

- Al-Anon/Alateen Service Manual
- Service Sponsor
- Computer and word processing software/skills
- [Al-Anon Guideline and expense form G-11 \(Click to View\)](#)

Tips:

- Be an active group member
- Inform group of upcoming events and motions

Who is Eligible:

- Any willing Al-Anon member who has not previously completed three years of service in this capacity. An AA member is not eligible. One year of active Al-Anon attendance is recommended. The GR is elected by their group for a three-year term.

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