

## RESPONSIBILITIES OF AREA OFFICERS

*All Officers who have a position identified by the WSO to participate AFG Connects, must have some experience with computers (e-mail, internet, etc) or be able to secure an “e-buddy” to assist in staying current with the appropriate AFG Connects files and blogs. It is imperative that the Delegate have computer skills which include e-mail, internet, downloading, Word, Excel and Powerpoint).*

### Alternate Delegate

*March 5, 2017: AWSC Changes Proposed, Rene seconded*

*May 21, 2017: AWSC Discussed and voted to move to Assembly*

*July 30, 2017: Steering Cmte. Reviewed and made changes*

*Oct. 21, 2017: NYSA: First discussion*

*Feb. 4, 2018: NYSA: Second discussion & vote*

1. Keeps in close contact with the Delegate as they work together to encourage participation and unity in the Assembly Area and attends the World Service Conference if the Delegate is unable to attend. Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Must be committed to communicating and helping to re-activate inactive/dormant districts.
3. Should serve on at least one ad hoc committee, thought/task force and is an active member of the Steering Committee.
4. Prepares the proposed budget, along with the Treasurer, for the following year and presents it to the September AWSC and the October Assembly for approval. Receives copy of monthly bank statement for review.
5. Using current WSO Group Inventory Guidelines (G-8a and G-8b), Facilitates Group Inventories throughout the Area; when invited, or calls on an informed AWSC member if unable to do so. and conducts Concept/Tradition meetings at Assemblies.
6. Conducts Concept meetings at Assemblies or Calls on another AWSC member a past Alternate Delegate if unable to do so. chair Concept/Tradition meetings at an Assembly.
7. Serves as the Spiritual Time-Keeper for all motions/discussions at all AWSC meetings and Assemblies (one-time, 2-minute share at the microphone).
8. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
9. Is responsible for updating the Area Guidelines when changes are made, and for submitting revised version(s) to Area Chairperson (for distribution to the AWSC) and Website Coordinator (for posting on the Area website).\*
10. Reviews draft of quarterly newsletter with Newsletter Coordinator.
11. Writes an article for each newsletter.

*\*Item 9 was passed at April 2016 Assembly*