

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).

Delegate

1. Is the highest office within the Assembly Area and represents New York South Assembly Area (NYSA) [Area 40] at the annual World Service Conference (WSC). Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Acts in an ambassadorial capacity within the Assembly Area.
3. Handles communications with the World Service Office.
4. Is responsible for updating the Area World Service Committee information to the WSO in a timely fashion.
5. Is the channel through which information flows.
6. Is aware of all activities and problems of Coordinators within the Assembly Area, brings issues which are of concern to the Area to the attention of the World Service Conference or World Service Office, where appropriate.
7. Meets with the Area World Service Committee to learn and evaluate the Area’s decisions, reactions, and ideas in order to be better prepared to present his/her Area’s views at the next Conference.
8. Reports back to the Area after the World Service Conference and presents a written report at the June Assembly. Posts the annual Delegate’s Report to the Area website/Members section/Delegate’s Report.
9. Should be visiting all districts and all AIS/Intergroups within their term.
10. When possible, attends ‘ex officio,’ all Thought/Task Forces, Ad Hoc Committees, etc. and is an active member of the Steering Committee.
11. Along with all former, active Delegates from the Area, attends the annual North East Regional Delegates (N.E.R.D.) Meeting in March.
12. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
13. Writes an article for each Newsletter.

Alternate Delegate

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. Facilitates Group Inventories throughout the Area, when invited, and conducts Concept/Tradition meetings at

Assemblies.

6. Calls on a past Alternate Delegate if unable to 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. Writes an article for each Newsletter.

Area Chairperson

1. Acts in an administrative capacity and attends the World Service Conference if neither the Delegate nor the Alternate Delegate is able to attend. AI-Anon's policy is that AI-Anon members who are also members of A.A. do not serve in this position.
2. Schedules, confirms, and conducts all Area World Service Committee meetings and Assemblies.
3. Prepares a proposed agenda for AWSC/Assembly meetings and forwards to Area Website Coordinator for posting prior to respective meetings. Also, sends the agenda via email.
4. Contacts Officers/Coordinators/Liaisons who miss a meeting.
5. May call an unscheduled Assembly or Area World Service Committee meeting when deemed necessary by the Chairperson, the Delegate, or other members of the Area World Service Committee.
6. Notifies Officers/Coordinators/Liaisons/DRs of a cancelled or re-scheduled AWSC or Assembly meeting. Also, notifies Website Coordinator to post any changes on the website.
7. Conducts the Election Assembly according to these Guidelines.
8. Is an active member of the Steering Committee.
9. Traffics all problems within the Assembly Area and channels them to the proper people.
10. Serves as a channel for postings to Area website (other than those directly forwarded to Website Coordinator, i.e. workshops, AWSC/Assemblies, World Service Conference, Conventions). Forwards to Website Coordinator to post additional events/information/resources, when deemed appropriate.
11. Signs all Insurance forms as "President." Signs bank papers as "Secretary."
12. Follows-up until projects are completed.
13. If Chairperson is unable to chair a meeting, the Treasurer will take his/her place.
14. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
15. Writes an article for each Newsletter.

Area Treasurer

1. Establishes a checking account with four recorded signatures (Chairperson, Alternate Delegate, Secretary, Treasurer). Two signatures are needed to negotiate a check. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Reconciles the bank statement of the Area checking account.
3. Keeps record of all contributions and disbursements; issues receipts for group contributions received in the mail.
4. Validates all expenses incurred by the Delegate or any other Committee member whose expenses are not covered by their District or Group.
5. Prepares draft of an appeal letter to be presented at the September Area World Service Committee meeting.
6. Is responsible for mailing the appeal letter to each group, with a receipt form enclosed.
7. By December 31st, forwards to the World Service Office the Equalized Expense* for the Delegate's attendance at the World Service Conference the following April. *(or full amount or different amount voted on by the Assembly.)
8. Makes written financial reports for each Area World Service Committee meeting and Assembly.
9. Passes the collection basket at Assemblies.
10. Prepares the books for auditing, as necessary.
11. Is an active member of the Steering Committee.
12. Serves as Chairperson of any AWSC or Assembly meeting in the absence of the Chairperson. If the current Treasurer is not able to fill the position, the AWSC will meet and select a committee member as a replacement for that meeting.
13. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
14. Writes an article for each Newsletter.

Area Secretary

1. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Takes minutes of Area World Service Committee meetings and Assemblies.
3. After composing minutes, submit's a draft copy of the minutes to the Area Chairman and the Delegate for their review.
4. E-mails each DR a copy of the minutes, as well as one copy to the Area Officers, Coordinators and Liaisons. The District Rep will then make copies/e-mail to disperse to all its groups.
5. Coordinates web-based posting of minutes of Area World Service Committee meetings and Assemblies with the Website Coordinator.
6. Identifies members who do not have access to computers (e-mail, website, etc) and who prefer communication via print/USPS/phone. Arranges for those members to receive all communication, agendas, minutes, motions, etc via preferred method.

7. Maintains a file of minutes and passes this along to succeeding Area Secretaries.
8. Maintains a motion log for the current 3-year term, including yellow copies of all motion forms. Submits motion log and motion forms to Area Archivist at end of term.
9. Handles correspondence for the Area.
10. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
11. Writes an article for each Newsletter.