

## FLORIDA NORTH AREA 9, DISTRICT 10

# GUIDELINES FOR SERVICE POSITIONS\*

District 10 website: [www.al-anonorlando.org](http://www.al-anonorlando.org)

Area 9 Website: [www.afgarea9.org](http://www.afgarea9.org)

Al-Anon World Service Office website: [www.al-anon.org](http://www.al-anon.org)

\*See the *District 10 AFG Election Procedures for Service Positions* for eligible candidate information.

# TABLE OF CONTENTS

|   |           |
|---|-----------|
| District Representative (“DR”) _____  | 1         |
| Alternate District Representative (“ADR”) _____   | 2         |
| District Information Service Liaison (“DISL”) _____                                     | 3         |
| Secretary _____   | 4         |
| Treasurer _____   | 5         |
| AA Liaison _____  | 6         |
| Alateen Chair _____   | 7         |
| Archives Chair _____  | 8         |
| Group Records Chair/Current Mailing Address (“CMA”) _____                               | 9         |
| Literature Distribution Chair (“LDC”) and AI-Anon CAL Distribution Chair (“ACDC”) _____ | 10        |
| Meeting List Chair _____  | 11        |
| Newsletter Chair _____  | 12        |
| Phone Chair _____   | 13        |
| Public Outreach: CPC, Institutions, and Public Information _____                        | 14        |
| Raffle Chair _____  | 15        |
| Spanish Liaison Chair _____   | 16        |
| Travel Team Chair _____   | 17        |
| Webmaster _____   | 18        |
| <b>Growth Enhancement Member (“GEM”) _____</b>  | <b>19</b> |
| <b>Event Chair – Gratitude Lunch or Dinner _____</b>                                    | <b>20</b> |
| <b>Hosting a District 10 Meeting _____</b>  | <b>21</b> |
| <b>Workshop Guidelines _____</b>  | <b>22</b> |

## District Representative (“DR”)

Voting member of the Area World Service Committee (AWSC)

- Call and Chair District 10 meetings during odd numbered months (Jan., March, May, July, Sept, Nov.)
- Communicates with Group Representative’s (GRs) to learn the views of the groups and their problems, which in turn, may report them to the AWSC or Florida North Area Delegate.
- Visit all groups in District 10, particularly new groups, to make sure they are getting necessary information and help.
- Help groups understand and apply the Twelve Traditions, which guide us in our fellowship activities.
- Attend AWSC meetings and Assemblies, all sessions, and collaborates with District Information Service Liaison (DISL) to submit a written report for AWSC and Assembly. Report activities occurring within District 10.
- Attend Area events, including Alateen events.
- Disseminate World Service Conference information and reports from the Florida North Area Delegate to District 10 GR’s.
- Work closely with the District 10 CMA (Group Records/Current (Confidential) Mailing Address)) Chair.
- Bank accounts - Open and be named on the two (2) District 10 bank accounts. The current Treasurer will be the District funds account and the Literature Chair will be named on the Literature account.
- District Elections Chair.
- If Literature Chair cannot perform duties, will oversee the monies from the sale of literature.
- If the Treasurer cannot perform duties, will oversee the Treasurer function.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Alternate District Representative (“ADR”)

- Attends District 10 business meetings.
- Becomes the District Rep. (DR) if DR steps down.
- Chairs portion of District Meetings in the absence of DR or District Information Service Liaison (DISL).
- Promotes the *Forum* magazine.
- Creates and maintains the District calendar to include Area 9 events.
- Coordinates District 10 workshops during even numbered months (February, April, June, August, October, and December).
- Communicates with workshop chairpersons.
- Provides the District 10 Guidelines to the group hosting the District meeting and provides them a reminder.
- Attends and participates in Al-Anon and Alateen activities and events as much as possible, including those outside District 10.
- Email a report to the current mailing list for District 10 “CMA” two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (January, March, May, July, September, and November).

## District Information Service Liaison (“DISL”)

Voting member of the Area World Service Committee (AWSC)

- Attends District 10 business meetings.
- Chairs the portion of District meetings when District 10 Chairpersons give reports, with the exception of Alateen and Event Chairs.
- Assists District 10 Chairpersons as requested.
- Answers email inquiries/comments received at the District 10 email address, [AFGdistrict10info@gmail.com](mailto:AFGdistrict10info@gmail.com). When appropriate, shares the inquiry or comment with the applicable district chair.
- Stands in for the District Representative (DR) and Alternate DR as needed.
- Emails a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).
- Registers & Attends Area World Service Committee meetings and Assemblies.
- Attends all sessions of the AWSC meetings and Assemblies.
- DISL and District Representative (DR) work together on a report for, and due prior to, the AWSC meeting and the Assembly(s).
- Provides a service link between District 10 and AWSC. Encourages the exchange of information between the two.
- Disseminates World Service Conference (WSC) information and reports from the Area Coordinators and World Service Office (WSO) to the District 10 Chairpersons.
- At AWSC meetings, Area 9 covers the cost of meals and lodging if needed.
- At Assembly, District 10 covers the cost of meals and lodging.

## Secretary

- Attends District 10 business meetings.
- Emails District 10 meeting minutes to the CMA three (3) weeks before the next meeting, requesting the CMA to respond with any changes of corrections.
- Makes submitted minute changes or corrections.
- Two (2) weeks prior to the district meeting, emails reminder of upcoming District 10 meetings and remind Group Representatives (GR's) of the Brown Bag raffle, voluntary food item to share, and any other information as needed.
- Brings a sign-in sheet for the District 10 business meeting.
- At the beginning of the District 10 business meeting takes a roll call for verification of quorum.
- Takes minutes at the District meetings
- If, at some point during a District 10 meeting, a vote or group conscious is requested, the Secretary will call for the vote and count the "for", "against" and abstentions. Then the Secretary will announce the results.
- Sends minutes to District 10 Officers soon after the meeting and records in a permanent Minutes Book to be passed along to successor.
- Attends to all regular secretarial work.
- Sends previous Panel's Minute Book to Archives.

## Treasurer

- Attends District 10 business meetings.
- Attends District 10 meetings and submits written financial reports and balance sheets two (2) weeks prior to each district meeting.
- Utilizes Microsoft Excel or other accounting program compatible with Excel or Google Sheets.
- Handles all District 10 collections and disbursements approved by the District including monies received from groups, raffles, events, workshops, etc.
- Has name on the District 10 funds bank account and mailing address for District 10 donations.
- Reimburses Officers and Chairpersons for approved expenses and keeps track of receipts and invoices.
- Reminds members regarding donations to World Service Office (WSO), Area and District.
- Disburses donations to WSO, Area and District which includes the donation bags at District meetings.
- Organizes Lois W.'s birthday (March 4<sup>th</sup>) fundraiser each spring and sends out appeal letters when funds are low.
- Organizes and chairs the District's Budget Committee each year.
- Balances bank account.

## AA Liaison

- Attends District 10 business meetings.
- Lake County and Central Florida AA Intergroups are covered by both District 6 and District 10.
- Make contact with and/or attend AA Intergroup meetings in D10.
- Keep track of AA events with Al-Anon participation (i.e. Speakers and/or workshops.)
- Provide AA event flyers to Group Representatives at District Meetings.
- Keeps AA informed of Al-Anon events with AA participation.
- Provides AA Intergroup(S) with District 10 Meeting Lists and CAL as requested.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

|   |   |
|---|---|
| <p>Al-Anon's District 10 groups are located in three AA Intergroups: Orlando, Osceola, and Lake Sumter</p>  | <p><b>Central FL Intergroup</b><br/>                 283 Live Oaks Blvd, Bldg 6<br/>                 Casselberry, FL 32707<br/>                 Email: <a href="mailto:cfl@embarqmail.com">cfl@embarqmail.com</a><br/>                 Website: <a href="https://cflintergroup.org/">https://cflintergroup.org/</a><br/>                 Office: 407-260-5822</p>   |
| <p><b>Lake Sumter Intergroup</b><br/>                 2113 Citrus Blvd, Suite-AA (Hwy27/441)<br/>                 Leesburg, FL 34748<br/>                 Email: <a href="mailto:aalakesumter@gmail.com">aalakesumter@gmail.com</a><br/>                 Website: <a href="https://www.aalakesumter.com/">https://www.aalakesumter.com/</a><br/>                 Office: 352-360-0960</p> | <p><b>Osceola County Intergroup</b><br/>                 101 W. Cypress St<br/>                 Kissimmee, FL 34741<br/>                 Email: <a href="mailto:osceolacountyintergroup@gmail.com">osceolacountyintergroup@gmail.com</a><br/>                 Website: <a href="https://osceolacountyintergroup.org">https://osceolacountyintergroup.org</a><br/>                 Office: 407-870-8282<br/>                 Espanol: 407-240-1181</p> |



## Alateen Chair

- Attends District 10 business meetings.
- Must meet North Florida Area AMIAS requirements.
- Attends training as required.
- Signs off on Alateen group sponsors.
- Helps develop Alateen in the District.
- Attends Alateen Conference and Alateen Round-Up's.
- Receives Alateen Group Registration Form forwards copies to District Representative and Area Alateen Coordinator.
- Upon approval from Area Alateen Coordinator, sends new or updated Alateen Group Registration Forms to District CMA (Current Mailing Address) - Group Records Chair.
- Emails a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).



## Archives Chair

- Attends District 10 business meetings.
- The Archives are kept at the Al-Anon District 10 storage facility.
- Archivist files meeting minutes and keeps track of files.
- Keeps track of all donated archival information.
- Uses a scanner or camera (or other equipment) to create digital files from current paper files.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Group Records Chair/Current Mailing Address (“CMA”)

- Attends District 10 business meetings.
- Prepares and updates current mailing address list of the Group Representatives (GR’s), Officers and Chairpersons in District 10
- Emails PDF of CMA list 2 weeks prior to district meeting to members listed on the CMA.
- Group Records Form (GR1) including Alateen forms (GR3) are maintained and organized, either digitally or paper copies.
- Receives completed GR1 forms (available online) and transmits copies to the North Florida Area (NFA) Group Records Coordinator who processes and forwards to the World Service Office (WSO).
- Provides informational copies of GR1 forms via email to the District Representative (DR), Alternate DR, District Information Service Liaison (DISL), Secretary, Treasurer, Meeting List Chair, District Phone Chair and the Webmaster for the District.
- Urges every group to complete and promptly return and maintain their GR1 forms.
- Notifies the Area Group Records Coordinator of groups that have disbanded.
- Alateen meetings must meet North Florida Area and District 10 requirements.

# Literature Distribution Chair (“LDC”) and Al-Anon CAL Distribution Chair (“ACDC”)

Two (2) separate positions working as a team: LDC and ACDC.  
Both attend District 10 business meetings.

## **1) Literature Distribution Center (LDC) Chair**

- Works with Al-Anon CAL Distribution Chair (ACDC) in order to provide Al-Anon/Alateen literature supplies and service for District 10.
- Orders Conference Approved Literature (CAL) regularly to keep District supplies adequately stocked for group needs.
- Reports to District 10 of operations, inventory, income, and expenses.
- Maintains a literature checking account with both the District Representative (DR) and District 10 Treasurer as signatories.
- Makes CAL fund donation to District 10 general funds.
- Pays literature invoices.
- Sets up and maintains a literature checking account.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting (January, March, May, July, September, November).

## **2) Al-Anon CAL Distribution Chair (ACDC)**

- Works with LDC Chair primarily receiving shipments, making/stamping the new literature and developing a distribution system for getting CAL to members and groups.
- Works with DISL and shares World Service Office (WSO) news about CAL.
- Provides table of CAL supplies at District meetings and functions.

## Meeting List Chair

- Attends District 10 business meetings.
- Prepares and updates the District 10 Al-Anon/Alateen Meeting List,
- Communicates with District Representative (DR), District Information Service Liaison (DISL), Phone Volunteer Chair and Current/Confidential Mailing Address (CMA) Chair for meeting changes and new meetings in between new versions.
- Brings at least one copy to District meeting for review. Distributes the Meeting List by email after each District meeting to everyone on the District CMA list.
- Whenever changes to the meeting list are required, a PDF of the updated meeting list will be sent to the current mailing addresses (CMA).
- Send a summary report of meeting list changes that happened since the last district meeting to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Newsletter Chair

- Attends District 10 business meetings.
- Creates newsletter and email it the Current Mailing Address (CMA) list after each District meeting.
- List Officers and Committee Chairs and their positions, using first names only.
- Include addresses for World Service Office (WSO), Area, District 10, and Spanish Intergroup.
- Mentions up and coming Al-Anon/Alateen related events, District meetings, Workshops, etc.
- The Newsletter can also include shares from members and volunteer opportunities.
- The Newsletter provides donation addresses for WSO, Area 9 and District 10.
- Emails the Newsletter to the CMA within two (2) weeks of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Phone Chair

- Attends District 10 business meetings.
- Upload the phone service, currently MagicJack, to your phone and have it attached to your email.
- When logged off MagicJack service it will not ring but will come to email. You then respond timely.
- Provides a written report that includes phone service activity, i.e., number of phone calls, and other pertinent activity.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).
- Submits phone bill to District 10 Treasurer.
- Provides information regarding when the phone bill is due and what carrier is used for the District 10 phone number to the District 10 Officers, DR, DISL, Secretary and Treasurer. Phone number is: 407-896-4929

## Public Outreach: CPC, Institutions, and Public Information

Public Outreach consists of three (3) positions. The Cooperating with the Professional Community (CPC), Institutions, and Public Information Chairs work together as a team. Each of these positions are three (3) year positions, 1 panel. Each position chair takes turns being the Chair that presents the report at the District meetings and make announcements throughout the District. These positions work together in getting the message of Al-Anon out to the community. These are creative positions that require thought, vision and the ability to delegate.

- Emails reports to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

### **1) Cooperating with the Professional Community (“CPC”)**

- Informs professionals who work with families and friends of alcoholics, about Al-Anon and Alateen.
- Examples of CPC service include providing Al-Anon literature to the professional community, i.e., doctors, lawyers, counselors, clergy, etc.
- Hosting tables at health fairs and other events

### **2) Institutions Chair**

- Visits treatment centers, correctional facilities, and residential facilities to bring the Al-Anon/Alateen program to the families and friends of alcoholics.
- Examples of Institutions service include providing Al-Anon and Alateen literature and facilitating a “Meeting on Wheels” or informational sessions to families of clients in hospitals, jails, detention centers, and treatment facilities, etc.

### **3) Public Information (PI) Chair**

- Brings awareness of the Al-Anon/Alateen program to the families and friends of alcoholics through public media such as websites, TV, and radio to play the Public Service Announcements (PSA) as well as social media, such as Twitter.
- Examples of PI service include putting posters, meeting lists, CAL throughout the District’s boundaries as well as contacting and following up with TV and radio stations to play the PSA’s available from WSO.
- Post local Al-Anon events on the District 10 Twitter account.



## Raffle Chair

- Attends District 10 business meetings.
- Sells raffle tickets at District meetings. There are two different color tickets, one for the Brown Bag and the other for the Book Raffle.
- Sells raffle tickets for the 50/50 Raffle at the Gratitude Event and other District 10 fundraisers.
- Provides a report that includes dollar amount sold, proceeds to District 10, and the name of the Book raffle and/or 50/50 winner.
- Supplies “costuming” for all District 10 events (tickets, hats, aprons with pockets, etc.).
- Seeks out volunteers to assist with raffles during workshops, gratitude events, etc.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Spanish Liaison Chair

- Attends District 10 business meetings.
- Bilingual in English and Spanish.
- Able to provide verbal and written reports at District 10 meetings regarding events and activities at the different Spanish groups of District 10.
- When necessary, facilitate the translation of District business meeting minutes, website information, newsletters, etc.
- Act as information contact between the Spanish groups and the District.
- Encourage communication between each District Spanish group.
- Promote the activities of District Spanish groups.
- Encouraging the formation of new Spanish groups within the District.
- Responsible for submitting the necessary information of new meetings, new GR's, meeting locations, times, and changes to the District 10, the CMA List Chair, and the District 10 Webmaster.
- Submit a report to the Area 9 Spanish Coordinator for Assembly no later than two weeks prior to the date of the Assembly, which occurs twice a year. Contact the Area 9 Spanish Coordinator for format of report.
- Email a report to the CMA two (2) weeks prior to the date of the District 10 business meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Travel Team Chair

- Attends District 10 business meetings.
- Emails Current Mailing Address (CMA) list in advance with notice of place and time of visitations.
- Asks for fellow D10 members to visit group selected by Chair.
- Create a flyer for the District Representative (DR) to share with other Area 9 DR's.
- Send the flyer, if made, to the CMA list be sure to include the District 10 Webmaster to post on the District website.
- Emails a report to CMA two (2) weeks prior to each district meeting, which occurs six times a year (Jan., March, May, July, Sept., Nov.).

## Webmaster

- Attends District 10 business meetings.
- Maintains the District 10 website and ensures it's up-to-date. There are constant changes and new information occurring.
- Updates meeting information on the D10 website.
- Works closely with the Meeting List Chairperson, District Representative (DR) and CMA/Group Records Chairperson.
- Knows when the website annual fee is due and provides the District 10 Treasurer an invoice and ample notice, at least three (3) weeks, of when the payment is due.
- Must be computer savvy.
- Communicates and sometimes reports to the Area 9 webmaster.
- Uploads the district business reports and fliers to the district's shared drive.

## Growth Enhancement Member (“GEM”)

Enhance your personal recovery by participating in service at one of our District meetings as a Growth Enhancement Member (GEM). This service position is a collaboration between the Area and the District.

- Regularly attends Al-Anon meetings in District 10.
- Does not currently hold a chair position in District 10.
- Read and use the current Al-Anon/Alateen Service Manual, it’s helpful to have a service sponsor.
- The District Representative will assign duties to GEMS.
- If requested at AWSC or Assembly, the Area Chairperson and District Representative will work out the details, but the District is responsible for lodging, transportation and meals.
- See Area 9 guidelines for responsibilities during an Assembly or AWSC – [www.afgarea9.org](http://www.afgarea9.org)
- Capable of using email and reporting technology (i.e. Word, Google Docs, etc.)
- Help set-up the meeting space before District 10 business meetings, workshops, and events.
- Open to all District 10 Al-Anon Members
- GEMs are Al-Anon members selected by the DR. GEM is not an elected position, is a non-voting member, and has no voice. GEMs are requested/selected by the DR on an as needed basis.

## **Event Chair – Gratitude Lunch or Dinner**

- Length and terms of service varies per event.
- Attends District 10 business meetings from time of appointment until the District meeting following the event.
- Gives a written and verbal report of the event on the status of event planning.
- Uses Guidelines and suggestions from Area 9 or District 10.
- Holds regular planning meetings and provides a written agenda.
- Provides a final summary report when all monies are accounted for.
- Capable of using email and reporting technology (i.e., Word, Google Docs, etc.).
- District 10 Event Chairs are Al-Anon members who attend Al-Anon meetings in District 10.
- Event Chairs are not elected, is a non-voting member, and is not a full 3-year position.

## Hosting a District 10 Meeting

- District Representative will let you know which of the Legacies to focus reading on.
- Arrives at 8:30am to help make coffee and set up refreshment tables.
- Be available to help Literature Chair set up the Literature Table.
- Begin the meeting with a moment of silence, followed by the Serenity Prayer.
- Read from CAL from one of Al-Anon's 3 Legacies.
- Verbally hand the District Business meeting back to the D.R.

## Workshop Guidelines

- Workshop theme to be based on Al-Anon Steps, Traditions and/or Concepts, Al-Anon Slogans, and/or Conference Approved Literature (CAL).
- Uses Guidelines and suggestions from District 10 and Area 9.
- Provides a flyer that includes date, time, theme, 7<sup>th</sup> Tradition or cover charge information, whether food, snacks or drinks provided or potluck.
- Check with the Alternate DR for available dates. If there is no Alternate DR, please see the District Representative (DR).