AL-ANON guidelines
The Shared Experience of Al-Anon and Alateen Members.

Group Representative

G-11

The Group Representative (GR) is a vital link in the continuing function, growth and unity of world Al-Anon.

REQUIREMENTS

Any Al-Anon or Alateen member who is willing to represent the group at the district and area assembly, and who is not also a member of AA, is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they work.

TERM

GRs are elected by the group for a three year term (see the *Al-Anon/Alateen Service Manual* (P-24/27) for information about electing Group Representatives).

DATES TO REMEMBER

- Group business meeting
- District meeting
- Area assembly
- Alateen conference

DUTIES

- Attends district meetings and area assemblies.
- Keeps members informed about information from the Area Delegate and the World Service Conference.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in Public Outreach (Public Information [PI], Cooperating with the Professional Community [CPC] and Institutions) and Alateen service projects.
- Informs members of the need to become Alateen Sponsors.
- Asks the Alternate GR to attend district meetings and assemblies.
- Assists the Alternate GR in serving as the Area Information Service Representative (ISR).
- Keeps the Alternate GR informed to insure the group is represented if unable to attend district and area assembly meetings.
- Explains the need for self-support at the group, district, area and world service levels.
- Consults with a Service Sponsor or trusted servants.

TIPS ON REPORTING BACK TO YOUR GROUP

- Take notes at district and assembly meetings.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

AS A GROUP REPRESENTATIVE

You are the first link in the chain that leads to our World Service Conference.

You elect a District Representative from all the groups in your district.

You elect a new Delegate to our World Service Conference at the area assembly from among the District Representatives and eligible officers once every three years.

LINKS OF SERVICE

÷ divide responsibility
x multiply involvement
+ add awareness
= equals a good group

Group + Group = District
District + District = Assembly
Assembly + Assembly = Conference

NEED-TO-KNOW INFORMATION

You will need to know the names, addresses and phone numbers of the:

- Area Delegate
- Area officers
- District Representative
- District contacts (Secretary, Treasurer, etc.)
- Area Coordinators (Alateen, Public Information, Archives, Literature, Group Records, CPC, Institutions, Forum, etc.)

This Guideline may be photocopied.

This piece may be adapted by a General Service structure and distributed within that structure.

REMINDERS

You are not "in charge" of your group and you are not alone. The Second Tradition tells us, "Our leaders are but trusted servants; they do not govern."

You don't have to have all the answers but you can help the group look at the Traditions, the Concepts and the *Al-Anon/Alateen Service Manual* for guidance.

Your group may ask you to chair your group's monthly business meeting (see sample agenda).

Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well.

HELPFUL TOOLS

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. It is a valuable tool in answering your questions and those of your group. *When I Got Busy, I Got Better* (P-78) is another valuable piece of Conference Approved Literature (CAL). Look for it in your group's literature display or order one. Other helpful tools available free from the WSO are:

- Getting In Touch With Al-Anon/Alateen (S-23) for information about Al-Anon worldwide.
- Catalogue of Conference Approved Literature (CAL)
- Guidelines for many areas of service work
- Seventh Tradition Leaflet (S-21)
- Al-Anon Family Group Service Plan

SAMPLE AGENDA FOR GROUP BUSINESS MEETING*

- TREASURER'S REPORT
  - ✔ Expenses and income since last report
  - ✔ Balance
- LITERATURE REPORT
  - ✔ Present inventory
  - ✔ Discuss group's literature needs
- PUBLIC INFORMATION/CPC REPORT
  - ✔ Explain public outreach activities of group members since last report
- AL-ANON INFORMATION SERVICE (AIS) REPORT
  - ✔ Discuss highlight of previous AIS meeting
- GROUP REPRESENTATIVE REPORT
  - ✔ Report highlights of previous district meeting
  - ✔ Have multiple copies of assembly reports available.
- OLD BUSINESS
  - ✔ Status of previous group issues
- NEW BUSINESS
  - ✔ Group concerns
  - ✔ Vote on issues
- GENERAL UPDATES
- ANNOUNCEMENTS/QUESTIONS/COMMENTS
- DATE FOR NEXT MEETING

Each individual group's autonomy can and will decide business meeting format and content.

GROUP REPRESENTATIVE EXPENSE SHEET*

Date _____

Purpose _____

EXPENSES (Attach receipts and explanations as needed)

ITEM	AMOUNT
Hotel _____	$_____
Transportation _____	$_____
Meal _____	$_____
Miscellaneous _____	$_____
TOTAL EXPENSES	_____
LESS CASH ADVANCE	_____
BALANCE DUE	$_____

Submitted By:_____

_____

(Signature)

BENEFITS OF BECOMING A GR

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to make themselves available to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish; you will reap the benefits of giving to others and you will learn that by placing our common welfare first, you will receive much more than you give.

*Adapted from Alberta/NWT GR Survival Kit