

AL-ANON guidelines

The Shared Experience Of Al-Anon and Alateen Members.

District Representative

G-37

The District Representative (DR) is an important link between the groups and the area assembly. The district is a geographical segment containing a number of groups, located relatively close to one another.

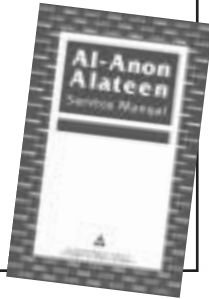
REQUIREMENTS

Any incoming, outgoing, or active past Al-Anon or Alateen Group Representative (GR) who is willing to represent the district at area world service committees (AWSC) and area assembly and who is not also a member of AA, is eligible to serve as DR. A DR should have a basic knowledge of Al-Anon and Alateen Traditions, the Concepts of Service, and how they work.

The GRs in the district elect the DR. The DR assists the Delegate in passing on information about World Service Office (WSO) activities and World Service Conference (WSC) decisions to the GRs in district. The DR is a member of the AWSC.

Acronyms

- | | |
|--------------------------------|------|
| • Group Representative | GR |
| • District Representative | DR |
| • Area World Service Committee | AWSC |
| • World Service Office | WSO |
| • World Service Conference | WSC |
| • Regional Service Seminar | RSS |
| • Public Outreach | PO |



TERM

The election of the DR and alternate DR usually takes place in the fall of the year after the election of GRs and before election of area officers. DRs are elected for a three-year term, usually coinciding with those of area officers and Delegate.

(See *Al-Anon/Alateen Service Manual* [P-24/27].)

DATES TO REMEMBER

- District meeting, area world service committee meeting, area assembly
- Al-Anon Convention, Alateen Conference, Regional Service Seminar (RSS), World Service Conference

INFORMATION THE DR NEEDS TO KNOW

You will need to know the names, addresses, phone numbers, and (optionally) e-mail addresses of the:

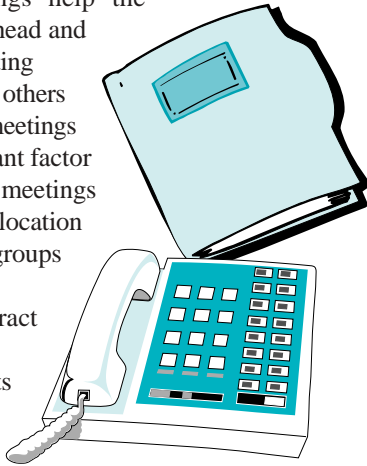
- Group Representatives
- Area Delegate
- Area officers
- District officers and coordinators
- Area Coordinators (Alateen, Archives, Group Records, Forum, Literature, Public Outreach)

DOS FOR DISTRICT REPRESENTATIVES

- DO encourage members in your district to participate in service
 - DO help groups understand Al-Anon is a worldwide fellowship and help them understand the structure of their assembly and WSO
 - DO visit and encourage new groups, making sure they are receiving proper information and help
 - DO urge groups in your district to complete and promptly return the groups' annual update sheets sent out by the WSO to assure accuracy in the database
 - DO remind Group Representatives to update their meeting and group mailing information with the district, local information service (intergroup), and area group records coordinator
 - DO schedule district meetings at regular intervals and keep in touch with GRs
 - DO attend area assemblies and area world service committee meetings and report activities within your district. Remember you are the link between the groups in your district and the AWSC
 - DO help your Delegate spread information and reports from the WSC
 - DO study the *Service Manual* so you may have guidance in fulfilling the responsibility of a DR and in turn may be able to guide the groups in your district
 - DO study the Twelve Traditions and Twelve Concepts of Service; they are guides for group unity, growth, and service
 - DO remember to offer suggestions, not to issue orders. Each group operates within the frame of its own autonomy insuring growth
 - DO encourage groups to invite area coordinators to give reports and hold workshops
 - DO keep the alternate DR informed and involved in the district activities
 - DO get a service sponsor and ask for help when feeling overwhelmed
 - DO be loving and patient with other members as well as yourself, we are all at different stages of recovery
 - DO remember to have fun
- (See the *Service Manual* for the duties of the DR.)

CALLING AND CHAIRING MEETINGS

- Regularly scheduled meetings help the Group Representatives plan ahead and to come prepared for the meeting
- Some districts meet monthly, others have bi-monthly or quarterly meetings
- Continuity is the most important factor in deciding when to schedule meetings
- They can be held at the same location or rotated and hosted by the groups in the district
- Fun activities and food attract members
- Scheduling fellowship events may encourage members to take responsibilities that lead to more committed service positions
(See *Service Manual*.)



VISITING GROUPS

Visits may be spontaneous or scheduled. These visits can verify that the group is receiving the mail from the WSO and the area. Registration/change forms can be made available during these visits. If the group does not have a Group Representative, the DR can encourage members to hold an election and be represented at district and area meetings. *Alateen groups and newly registered groups may require the most attention.*

SOME BENEFITS OF BECOMING A DR

In addition to meeting Al-Anon members from other cities and towns in your area, the District Representative is eligible to stand for the Area Delegate position after completing a three-year term. You may read about the benefits of service in Conference Approved Literature; some of the subheadings in *When I Got Busy I Got Better* (P-78), are:

- Replacing Isolation with Community
- Learning Trust
- Learning to Take Risks
- Increased Self-Esteem
- A Sense of Purpose
- Making a Difference
- Reaching Out to Others



HELPING THE DELEGATE

The Delegate's report of the World Service Conference activities is an important message to carry to the Group Representatives at the district meeting. The Delegate may ask for feedback to take to the WSC and the district meeting is the place to collect that type of information.

HELPFUL HINTS

- The best district meetings have an agenda and they follow it
- Ask the GRs to share about their group needs, problems and solutions based on the Traditions
- Create and carryout district PO projects
- Make sure WSO and the Area Group Records Coordinator have all your group addresses and updates

FINANCES \$\$\$\$\$\$\$\$

Groups may make regular contributions to the district treasury, assuring that the District Representative expenses for visiting groups, copies and postage, attending AWSC meetings, PO activities, and other expenses are adequately met. If the DR is also a GR, the group usually pays the expenses to the area assembly. Some districts send their DR to the Regional Service Seminar (RSS). Districts may have fund raising events. (See *Service Manual*.) The district treasurer may develop an expense report for reimbursements like:

THE ALTERNATE DISTRICT REPRESENTATIVE

- Completes the term when (if) the DR resigns
- Attends information service meetings
- Attends all service meetings that DR attends
- Assists in visiting district groups
- May serve as:
 - ✕ Treasurer
 - ✕ Secretary
 - ✕ PO contact
 - ✕ Chairman of periodic meetings on the service structure, Traditions, and Concepts of Service
 - ✕ Member of Al-Anon information service board
(See *Service Manual*.)

DISTRICT REPRESENTATIVE EXPENSE SHEET

Date _____

Purpose/Event _____

Expenses: (*Receipts attached with explanations* as needed*)

Copies	\$ _____
Postage	\$ _____
Transportation	\$ _____
Meals	\$ _____
Miscellaneous	\$ _____
Hotel expenses	\$ _____
TOTAL EXPENSES	\$ _____
LESS CASH ADVANCE	\$ _____
BALANCE DUE	\$ _____

*Explanation for expenses:

Submitted by _____ Signature _____ Date _____

KEEPING IN TOUCH WITH THE GRs

Some DRs send newsletters to provide a report or recap to the GRs about the area assembly and Delegate report. The DR asks the GRs for reports from their groups. These reports include problems and solutions the group may be experiencing. A GR roster listing the name, address, phone, and (optionally) e-mail may be helpful in establishing communication and service sponsorship between the GRs.