

Alternate Delegate

GENERAL DESCRIPTION (to include term of service):

The Alternate Delegate is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3-year term. The Alternative Delegate is able and willing to fulfill the Delegate's job if he/she is unable in addition to the job description below.

SKILLS NEEDED FOR POSITION (or ability and willingness to learn):

- Possession of, knowledge of and capability to use the Al-Anon Service Manual;
- Computer capable to:
- Prepare documents in word, excel and/or PowerPoint or other office suite software;
- Create pdf documents for distribution to members and posting to Groups io and the website.
- Make PowerPoint presentations;
- Create handout for Ask-It Basket questions and Assembly evaluations at Assemblies;
- Coordinate the logistics for each Assembly with the hosting district;
- Work with a hosting district to secure an Assembly site one year before their scheduled rotation;
- Is authorized to sign contracts on behalf of the Area relating to Assemblies;

Travel / Time Commitment

- Attend all Area Committee meetings, which are held twice yearly in each year of the panel, traditionally for eight hours on a Saturday, as well as the Area Committee Orientation, which is held for two days at the beginning of the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each; The Spring Assembly is traditionally held on O`ahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Committee conference Zooms to handle Area affairs between Assemblies;
- Attend the Southwest Regional Delegates Meeting during the first year of the new panel;
- Serve as liaison to the Area Committee for various Al-Anon Area events; (State Convention, Big Island Bash, Mauifest)
- Host the new GR orientation session at each assembly.
- Prepares for handout for the Ask Basket questions and arranges for members of the committee to answer the questions.
- Prepares Assembly evaluation forms along with input from the committee. Hosting District compiles results and reports at the next committee meeting.

REFERENCES:

- 2014-2017 Al-Anon Service Manual (Pages 134, 151-152, 161-162) (available at www.al-anon.alateen.org);
- Hawaii Area World Service Policies and Procedures (Page 1-2, Officers) (Hosting Assembly Guidelines, Hosting Addendum, Assembly Flyer needs) available on yahoo group HAWS 55)
- Annual HAWSC Budget.

- **SPECIFIC GUIDELINES** (pertinent to the job, not already addressed in above references):
- Provide Archival Assembly Book, information and guidance to the hosting District;
- Work with hosting district to do a site inspection as early as possible to ensure that the facility can meet our requirements;
- Review and sign the contract for the selected site, preferably one year (1) in advance;
- Review the information on Assembly flyer for appearance, accuracy and completeness with the hosting district;
- Coordinate communications between Districts;
- Coordinate assembly activities with the Chairperson: arrange for Coordinators tables, area sound system, screen, technical and visual equipment, room setup, etc;
- Review Concept Workshop with the next Hosting District;
- Plan and provide assembly orientation for GR's attending Assembly; (&/or workshop)
- Arrange for Area committee meeting site and communicate with treasurer for payment;
- Working within the Area Budget, provide snacks, water, coffee, tea, etc. and paper products for committee meeting; If AD lives off island, ask for help with paper products and HAWSC members transportation from airport to committee meeting.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee meetings and Assemblies.

PROCESS USED (if not already addressed in the specific guidelines):

- Email for routine contact and reminders.
- Use conference call technology for group calls.
- Use online meeting technology to share documents. This is particularly helpful when working on task and thought force presentations.

HELPFUL HINTS (things you learned along the way that might be helpful):

- Confirm HAWSC meetings well in advance,
- Check airfares and flight schedules for off island members, encourage them to book early as dates are set.
- Work with Chairperson on meeting start and end times for the agendas based off flight times