

Hawaii Area World Service Committee Job Descriptions Hawaii Area World Service Committee

Job Descriptions

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This is a working document intended as a one-stop resource for general information. The Area Policies and Procedures and Al-Anon Alateen Service Manual take precedence.

Delegate

GENERAL DESCRIPTION:

The Delegate is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3-year term. He or She brings to the World Service Conference (WSC) the viewpoint of the Area on matters affecting the entire fellowship and returns to the Area with a broader perspective of Al-Anon worldwide. The delegate is the bridge of understanding that links the groups in the Area with worldwide Al-Anon/Alateen and to help them continue to function in unity with it. The delegate is the servant of Al-Anon and conveys the perspective of what is best for the Worldwide Fellowship as a whole.

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 yahoo e-group;**
 - **Make PowerPoint presentations;**
- Ability to research and use internet capability;
- **Communicate via AFG Connects**
- Video teleconferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, Chat, etc.)

Travel/Time Commitment

Make travel arrangements, book hotel rooms, carry your own luggage, and complete reimbursement forms all in a timely manner.

- **Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 scheduled Area Committee telephone conference calls to handle the affairs of the Area between Assemblies;**
- **Must be able to attend the week long World Service Conference (WSC) each year;**
- **Must be able to go to the Southwest Regional Delegates Meeting (SWRDM) the 2nd weekend in March of each year;**
- **Available to travel to a Neighbor Island to make a presentation upon request up to one time per year.**

REFERENCES:

- 2014-2017 Service Manual (Pages 160-161) (available at www.al-anon.org)
- Hawaii Policies and Procedures:
 - **Section I A-F, H-I, and Officer - Delegate**
 - **Sections II, III, IV,V,VII**
- Annual HAWSC Budget

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Twice per year, provide the Area with a written report, which may be published in the Area newsletter(Is this a written report of Delegate Report to Assembly?)

- Communicate with members of the panel in between area meetings and assemblies
- Emails to all AWSC members (including past delegates)(not sure what this means?)
- Make reports when asked by districts and other service arms
- **Update HAWS roster with WSO when changes occur or annual update is sent out from WSO (or Ask Group Records coordinator?)**
- Bring questions/issues raised by the Area to the World Service Office (WSO) staff, as needed.
- Serve on Thought Forces, Task Forces or Selected Committees between WSCs
- Reach out to newly formed groups when notified by the WSO.
- Serve as the link of communication between the WSO and Area when a Coordinator position is unfilled

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

- Email for routine contact and reminders
- Use conference call technology for group calls,
- Use online technology to keep abreast of yours and other community threads via AFG Connects and share ideas and documents. This is particularly helpful when working on task force, thought force or committees whether through HAWS or WSO.

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

- Post deadlines (such as love gifts) to the yahoo group and send out reminders.
- **Send out and post Job Openings, and Board of Trustee resume applications from WSO.**
- Ask Coordinators and other members of the area to share leadership with you when doing your delegates report.
- Vary what you do during your delegate's time to keep people engaged. Build in workshops, skits, games and other interactive approaches.
- As the Hawaii Delegate, it is customary in our area that you bring leis to the Southwest Regional Delegate's meeting. This is for the new delegates (2-3) in the region, the program and site chairmen and the Hawaii members attending, (6-10) as well as Macadamia nuts for Hospitality room. (There is money built into the budget for this.)
- Work closely with the Area Chairman and Officers and share ideas. You don't have to do this alone.
 - **If possible share your room with another Hawaii member (or out of state member) to save on Area Expenses.**

WORLD SERVICE CONFERENCE

- Ship your love gifts (or ask districts to do so) to the hotel in advance so you don't have to lug them with you. Bring some pre-paid USPS flat-rate boxes with you to ship them back home. (The Hotel may have them available, but an additional cost of gratuity for the employee is customary.)
- Send postcards to the Area Committee members (including past delegates) while at the Conference. Let them know they're with you in spirit and how much you appreciate them.
- If you can, email a daily digest of the WSC discussion to the area each day. There's nothing like transmitting the energy and enthusiasm of the conference while it's actually going on. Read all documents from WSO (Suzanne Martin) as soon as they arrive to keep on top of materials that will need an immediate response before or be discussed and voted on during the week.
- Get to the WSC a day or two early if you can so that you're fresh when it starts. (One day is budgeted)
- Don't be afraid. Say yes to leadership opportunities.
- **Get to know your regional Delegates as early as possible, even though we are from different Area's sharing ideas and working together on your report is very helpful.**

- ***Start working on your report as soon as possible, while it is all fresh in your memory. You don't have to report everything, saving some for the Fall Assembly is ok.***
- ***Stay a day late and work on report with one or two other Delegates can be very helpful.***
- ***Use the Chairman of the Board letter to keep your Area up to date on the latest news from WSO.***

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
- Good Communication skills
- Works well with a team
- Perform cost analysis for assemblies
- 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 yahoo e-group
 - Make PowerPoint presentations

DUTIES OF THE POSITION

- **HAWSC eFiles** - Serve as Administrator (Along with Chairperson) to keep files in order for speedy retrieval by members.
- **Master Calendar** - Create and regularly maintain Master Calendar. Post to HAWS e-group.
- **Events** - Serve as liaison to the Area Committee for various Al-Anon Area events; (State Convention, Big Island Bash, Mauifest)
- **SWRDM** - Attend the Southwest Regional Delegates Meeting during the first year of the new panel;
- **Meetings** - Attend all HAWSC meetings (calls & in-person) and Area Assemblies. See Travel/Time Commitment section below.
- **Reports** -Provide the Area with a written report, which may be published in the Area newsletter;
- **Committees** - Serve on Thought Forces, Task Forces or Selected Committees between Area Committee meetings and Assemblies.
- **HAWSC Meetings**
 - Work with Area Chair to confirm HAWSC meetings well in advance
 - Determine the location & arrange dates with the facility
 - Coordinate with Area Treasurer for rent payment
 - Coordinate transportation for AWSC members who are attending
 - Ensure any needed equipment (screen/projector, etc.) is onsite
 - Arrange for lunch/remind folks to bring lunch
 - Bring water, coffee, tea & snacks. If off island, request help in getting these or ask participants to bring their own

- **Assemblies – Planning** (Refer to Section III B & C of HAWS Guideline for Hosting Assemblies for more details)
 - **One Year in Advance:** Work with the hosting district to secure an Assembly site
 - Familiarize yourself with the HAWS Guideline for Hosting Assemblies. It is the *PRIMARY TOOL* for planning assemblies
 - Familiarize yourself with the Assembly Cost Comparison Worksheet
 - Share & review with the host district both the HAWS Guideline for Hosting Assemblies & Assembly Cost Comparison Worksheet
 - Have a site inspection conducted as early as possible to insure the facility can meet our requirements
 - Request a quote/contract/pricing from all prospective venues
 - Conduct cost analysis in coordination with the host district to determine the most cost-effective location
 - Negotiate contracts with venues while coordinating with host district
 - Review and sign the contract for the selected site one year (1) in advance or as close to that as feasible
 - Work with Area Treasurer to secure the contract deposit & remit with the signed contract
 - Provide Archival Assembly Book, information and guidance to the hosting District
 - Review the information on the Assembly flyer prepared by the host district for appearance, accuracy & completeness. See III C. (8) of HAWS Guideline for Hosting Assemblies for more details.
 - Post final assembly flyer for HAWSC access and sharing. See III B (5) of HAWS Guideline for Hosting Assemblies for more details.

- **Assemblies – Hosting** (Refer to Section III B & C of HAWS Guideline for Hosting Assemblies for more details)
 - Coordinate the logistics for each Assembly with the host district;
 - Coordinate assembly activities with the Chairperson: arrange for Coordinators tables,, area sound system, screen, technical and visual equipment, room setup, etc;
 - Arrange Concept Workshop with the next Hosting District;
 - Plan and provide assembly orientation for GR's attending Assembly for the first time; (&/or workshop)
 - Prepares handout for the Ask It Basket questions. If possible, provide to host district in advance to include in registration packets
 - Arranges for members of the committee to answer the Ask It Basket questions
 - Prepares Assembly evaluation forms along with input from the committee. If possible, provide to host district in advance to include in registration packets. Hosting District compiles results and reports at the next committee meeting. Refer to Section III C (14) of HAWS Guideline for Hosting Assemblies for more details
 - Arrive on Friday of the Assembly weekend to check facilities & coordinate with host district on room setup, etc.

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 calls to handle Area affairs between Assemblies; (conference call technology)
- Attend the Southwest Regional Delegates Meeting during the first year of the new panel;

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.

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):

- Don't be afraid to negotiate (bargain) with hotels. Tell them what we can afford (set by Area Budget}
- Review the history of prior assembly costs to use when planning a future one.
- When the host district/DR is unresponsive to inquiries, make sure the Area Chair is aware.
- Use online meeting technology to share documents. This is particularly helpful when working on task and thought force presentations.

Area Chairperson

GENERAL DESCRIPTION: (to include term of service)

Chairperson is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3-year term. The Area Chair plans and conducts the area meetings and assemblies.

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

- 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 yahoo e-groups;
 - ◊ Manage and maintain the HAWSC yahoo e-group site;
- Ability to research and use internet capability;
- Skype;
- Free conference calling;
- joinme.com;
- Chat.

Travel / Time Commitment

- Attend all Area Committee meetings, which are held twice yearly, traditionally for eight hours on a Saturday, as well as the Area Committee Orientation, which is held for one or 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;
- Conduct periodic Area Committee conference calls to handle Area affairs between Assemblies;

REFERENCES (List Service Manual with specific page(s); specific WSO guideline(s) where applicable and Local Policy and/or Guidelines with specific references that apply to the position):

- 2018-2021 Service Manual (Pages 145, 151-154, 155-159) (available at www.al-anon.alateen.org);
- Hawaii Policies and Procedures (available in the Area Chair Binder and on the HAWSC Yahoo site):
 - ◊ Section IA (Chairperson);
 - ◊ Sections II, III, IV.
- Annual HAWSC budget.

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Communicate with members of the panel in between area meetings and assemblies
- Monthly calls/emails to all HAWSC members (including past delegates)
- Contact Officers/Coordinators two (2) weeks prior to area meeting to discuss agenda

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

- Email for routine contact and reminders;

- Use Free Teleconference for group calls;
- Use joinme.com to share screen (documents) particularly helpful when working agenda.

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

- Appoint a committee to handle transportation from and to airport for area and assembly meetings;
- Appoint someone to help select and arrange for area meeting place in conjunction with the Alternate Delegate;
- Have secretary post deadlines to the yahoo group and send out meeting reminders;
- Solicit volunteers to handle workshops

Area Treasurer

GENERAL DESCRIPTION:

The Area Treasurer is elected by the Group Representatives at the Fall Assembly to serve a 3-year term. The Treasurer handles all Area/Assembly collections and funds.

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

- Possession of, knowledge of and capability to use the Al-Anon Service Manual;
- Prepare Budget
- Balance check book
- Computer capable to:
 - ◊ Prepare documents in Word, Excel and/or PowerPoint or other office suite software;
 - ◊ Create spreadsheets
 - ◊ Create pdf documents for distribution to members and posting to yahoo e-group;
 - ◊ Make PowerPoint presentations
- Ability to research and use internet capability
- Video teleconferencing (i.e. Skype)
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Chat

Travel/Time Commitment

- Heads the Area Budget committee, which meets once per year before the Area Committee meeting;
- Pay all Area Meeting and Assembly expenses, including reimbursements to Area Committee members;
- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 Oahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Committee telephone conference calls to handle the affairs of the Area between Assemblies.

REFERENCES: (List Service Manual with specific pages, specific WSO guideline(s), local policy, etc.):

- 2014-2017 Al-Anon Alateen Service Manual (Pages 159-160) (available at www.al-anon.alateen.org/members);
- Hawaii World Service Area Policies and Procedures (available at www.afghawaii.org/policies.html):
 - ◊ Section I (Officers - Treasurer);

◇ Section VII B (Budget Committee).

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references):

- Serve as head of the budget committee, which meets before the Fall Area Committee meeting to develop the Area budget for the following year;
- Send an appeal letter to the District Representatives for distribution to the groups at least once per year and possibly twice per year if the Area finances indicate that the Area needs the supplementary income;
- Twice per year, provide the Area and Assemblies with written financial reports, which may be published in the Area newsletter;
- Maintain records of Group Quarterly Splits;
- 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 above):

- Area Yahoo Group website;
- Use a spreadsheet program (currently using MS Excel) to track finances.

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

- Reconcile bank accounts on a timely basis
- Remember to ask for help. When in doubt consult with an HAWSC Officer or the previous Treasurer.
- Leave tracks – keep a manual back-up of all checks written, using the Reimbursement Forms turned in with their attached receipts. Keep a manual note on all deposit slips, writing description of deposits on the slips and keeping them until year-end Financial is complete.
- Bring a prepared column pad sheet for each Area Committee Meeting and Assembly, use a separate column for “Airfare”, “Hotel”, etc. And a quarterly Splits – with columns for each amount received and deposit made.

Area Secretary and Group Records Coordinator

GENERAL DESCRIPTION:

The Area Secretary is elected by the Group Representatives at the Fall Assembly to serve a 3-year term. The Area Secretary takes minutes at the Monthly Area Committee Conference Calls, Area Committee Meetings, which are held twice per year, and at the Area Assemblies, which are held twice per year, as well as at the Area Committee Orientation Meeting, which is held once in the first year of the term. In the Hawaii Area, the Area Secretary also serves as the Group Records Coordinator.

The Secretary posts the draft minutes to the Hawaii Area World Service Committee e-group and makes corrections/changes as submitted by Committee members. The Secretary then posts the corrected minutes to the e-group at least six weeks prior to the next Area Committee Meeting or Assembly.

As part of the Area Secretary's requirement to provide reports to *Island Serenity*, the Secretary provides copies of the Assembly ASK-IT BASKET questions and answers to the Newsletter Editor for inclusion in the next issue of *Island Serenity*.

The Secretary maintains a roster of all Area Committee members, including addresses, phone numbers and email addresses. The Secretary submits the roster to the World Service Office Group Records Manager, including updates or changes to the roster throughout the term, and posts it on the HAWSC e-group so that committee members can easily access it.

At Area Assemblies, the Secretary does roll call of all voting Group Representatives or Alternate Group Representatives, calculates the number of votes needed for substantial unanimity voting (if the Assembly chooses to use that method) and counts the number of votes on all matters that the Assembly puts to a vote.

In addition, in the Group Records Coordinator (GRC) role, the GRC assists DRs to keep their District groups' CMA (current mailing address) and the group's records current and receives updates from DRs. District Representatives (who have received group changes from their groups) submits them to the World Service Office database **online** (NOTE: This is the flow of information that WSO has requested). Annually, the DR's check the WSO records for their District and update the CRC. The GRC maintains a listing of all groups in the Area.

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

- Good organizational skills and attention to detail;
- Computer Literacy
- Ability to communicate via email;
- Ability to prepare documents in a widely used word processing program, spreadsheet / database program, presentation program;
- Ability to create Adobe Acrobat PDF documents for distribution to members and posting to the Area e-group;
- Ability to post documents to the HAWSC e-groups site;
- Ability to compile and update a database.
- Ability to research and use internet capability;

- Video teleconferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat.

Travel/Time Commitment

- Participate in periodic WSO conference calls for Area Group Records Coordinators;
- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 monthly Area Committee telephone conference calls to handle the affairs of the Area between Assemblies.

REFERENCES:

- World Service Handbook (Page 159) (available at www.al-anon.alateen.org/members)
- Group Records Coordinator (Al-Anon Guideline #G-36) (available at www.al-anon.alateen.org/members)
- Hawaii Policies and Procedures (available at www.afghawaii.org/policies.html):
 - ◊ Section IA (Secretary)
 - ◊ Sections II, III, IV

SPECIFIC GUIDELINES:

- Communicate with members of the panel as needed between area meetings and assemblies;
- Participate in monthly calls/emails to all AWSC members (including past delegates);
- Provide copies of the Assembly ASK-IT BASKET questions and answers to the Newsletter Editor for inclusion in the next issue of Island Serenity;
- Assist chair in keeping to time schedule if chair requests.

PROCESS USED:

- Email for routine contact and reminders;
- Internet to access WSO Group Records database online;
- Posting to e-group.

HELPFUL HINTS:

- Remember to ask for help
- To assist in compiling the minutes, request that those giving reports and/or workshops at Area Committee meetings and/or Area Assemblies email the pertinent documents to me for inclusion in the minutes. This increases accuracy of the minutes and decreases stress levels.
- When the meeting agenda is released save a copy to use as a format for taking minutes directly on the computer. Add attendance chart, adjust the format as appropriate.

- Keep an attendance spreadsheet to take a handwritten attendance at Conference Calls, Committee Meetings. It is easier to make edits as members arrive late or absences are clarified.
- To assist in doing roll call, request the DR of the assembly-hosting district to email a copy of the Assembly registration database at least one day in advance of Assembly. Then sort the database by position, make a spreadsheet and print it out. This will make it easier to add late enrollees at the Assembly.
- Maintain a separate notebook of Group Records instructions and information, including the log-in and password for the WSO database and e-communities. The Group Records Coordinator position entails a lot of information and having a handy reference has been very valuable.
- It is helpful to complete the minutes immediately after the meeting and post the minutes on the yahoo e-group within one week after the meeting. Take advantage of the best recall possible by reducing the time lag between the meeting and the minutes.

AREA Alateen Coordinator/Process Person

GENERAL DESCRIPTION:

The Hawaii Area Alateen Coordinator also serves as the Area Alateen Process Person. The Area Alateen Coordinator/Process person is selected by the five elected officers (Delegate, Alternate Delegate, Chairperson, Treasurer, and Secretary) after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

The Hawaii Area Alateen Coordinator/Process Person:

- Must be a certified Al-Anon Member Involved In Alateen Service (AMIAS);
- Will encourage the formation and support of Alateen groups;
- Will educate members about Alateen safety requirements and encourage members to volunteers to be Al-Anon Member Involved in Alateen Service (AMIAS);
- Serves as process person for Hawaii Area (the main communication person between the Area and WSO for certifying AMIAS and registered groups).

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 (PowerPoint presentations used for training AMIAS);
 - ◇ Communicate with AMIAS, Area and Districts;
 - ◇ Create pdf documents for distribution to members and posting to yahoo e-group;
 - ◇ Make PowerPoint presentations;
 - ◇ Communicate with WSO;
 - ◇ Participate in WSO conference calls for Alateen Coordinators/Process Persons;
 - ◇ Participate in WSO Alateen Coordinator/Process Persons e-communities;
 - ◇ Manage and maintain AMIAS and Alateen Group records.
- Ability to research and use internet capability
- Video conferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat.
- Participate in WSO conference calls for Alateen Coordinators/Process Persons;

Travel/Time Commitment

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 telephone conference calls to handle the affairs of the Area between Assemblies;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

REFERENCES:

- Al-Anon Area Alateen Coordinator Guidelines (G-24);
- Other Al-Anon Guidelines with relevant information (G-5, G-16, G-19, G-34,);
- Alateen e-manual for members (coming soon on members website);
- Al-Anon Service Manual 2014-2017, Pages 65, 72, 87-90,131-132 (all of the above are available at www.al-anon.alateen.org/members);
- Alateen e-communities (when selected, WSO will send password and key code);
- Hawaii policies and Procedures (available at www.afghawaii.org/policies.html);
 - ◊ Section 1 A Coordinators;
 - ◊ Section IV(Area Coordinators selection Procedure);
- Annual HAWSC Budget;
- Alateen Coordinator notebook.

SPECIFIC GUIDELINES (pertinent to the job, not already listed above):

- Area Alateen Process Person (AAPP) Job Description;
- Area's designated contact with the WSO regarding Alateen Forms;
- Re-certify all Area Certified AMIAS each year;
- Verify certification of members serving Alateen for Alateen Conventions and other events with Alateen participation;
- Keep certification information confidential; safeguard personal information;
- Dispose of certification information properly (shred or burn).

Helpful Hints (things learned along the way that might be helpful):

- Don't be afraid to ask for help;
- Alateen safety is the responsibility of the entire Area, not just the Coordinator;
- Encourage an annual review of the Area Alateen Requirements and processes;
- Find a service sponsor familiar with Alateen procedures.

Area Archives Coordinator

GENERAL DESCRIPTION:

The Area Archives Coordinator is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary) after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

- Attends Area Meetings and Assemblies;
- Participates in Teleconference Calls or other meetings as determined by the Area Chair.
- Appoints a committee, generally made up of an Archivist and long-time members whose objective is to collect and create an archival file of items that document and/or describe the history and activities of Al-Anon in Hawaii.
- Archives Coordinator conducts workshops by invitation and explains the importance preserving our Area Archives;
- Assists the Archivist and committee in locating and collecting missing archival material;
- Encourage Districts to have an archive position and to collect historical information and items. Examples would be flyers/programs of local events, group histories and individual histories;
- Coordinator will communicate with the Archivist and pass all applicable materials to the Archivist for preservation;
- When rotating out of office, help the incoming coordinator by sharing experience, records, information and other suggestions.

SKILLS NEEDED FOR POSITION:

- Possession of, knowledge of and capability to use the Al-Anon Service Manual;
- An interest in the history of Al-Anon in Hawaii and a desire to learn how this history can be used to enlighten our membership;
- Access to a computer with internet connectivity and the ability to use e-mail and applicable software;
- Sufficient time available to fulfill the responsibilities of the position;
- Written and oral communication skills.
- Computer capable to:
 - ◇ Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
 - ◇ Create pdf documents for distribution to members and posting to yahoo e-group;
 - ◇ Make slide presentations.
- Ability to research and use internet capability:
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Yahoo Groups (for document sharing and email list)

Travel/Time Commitment:

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 Service Conference telephone conference calls to handle the affairs of the area between Assemblies.

REFERENCES:

- Al-Anon Guidelines: Area Archives (G-30)
- Hawaii Area World Service Policies and Procedures (Page 2, Coordinators);
- 2014-2017 Al-Anon Service Manual (Pages 65, 72, 131-132)
- Annual HAWSC Budget.

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Communicate with members of the panel between area meetings and assemblies;
- Bring questions/issues raised by members, GRs, and DRs as needed to the attention of the Area Assembly and Area Service Conference.
- 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 above)

- 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)

- Don't be afraid. Say yes to leadership opportunities;
- Consider appointing an archivist, who would , update, maintain and preserve the Area Archives and use the latest technology to pursue the Archives, prepare and display Archives at service functions (Area Assemblies, Roundups, and workshops by invitation) and write articles for the Area newsletter;
- Don't be afraid to stand for leadership opportunities.
- Ask for help when you need it.

Area Literature and *The Forum* Coordinator

GENERAL DESCRIPTION: (to include term of service)

The Hawaii Area Literature Coordinator also serves as *The Forum* Coordinator.

The Area Literature/*The Forum* coordinator is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

Groups, districts, information services/intergroups, and Newsletter Editors are encouraged to keep their **Literature/*The Forum* Coordinator** informed about local activities involving CAL.

Each area's **Literature/*The Forum* Coordinator** receives periodic updates **by email** on the Literature **Coordinator and The Forum Coordinator AFG Connects** from the World Service Office (WSO), including newsletters, announcements, letters, and conference call announcements and minutes. Pamphlets, new books, and other items may be mailed. This information then is relayed by the Literature/**The Forum** Coordinator at assemblies and to District Representatives (DRs), information services/intergroups (AISs), literature distribution centers (LDCs), committees, and Newsletter Editors, who convey it to Group representatives (GRs) and individual members. Thus the **Literature/*The Forum* Coordinator** becomes a "link of service" between the members, groups, and districts in their area and the WSO.

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 MS Word, MS Excel and/or MS PowerPoint or other office suite software;
 - ◊ Create pdf documents for distribution to members and posting to yahoo e-group;
 - ◊ Make PowerPoint presentations.
- Ability to research and use internet capability;
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Yahoo Groups (for document sharing and email list);
- Participate in WSO **Literature Coordinator and The Forum Coordinator** conference calls and **AFG Connects**.

Travel/Time Commitment:

- Participate in periodic WSO Literature or The Forum Coordinator conference calls;
- Check email frequently for communications from the WSO in order to stay current;
- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held in 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 telephone conference calls to handle the affairs of the Area between Assemblies;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

REFERENCES:

- 2014-2017 Service Manual (Page 65, 72, 131-132);
- Al-Anon Guidelines: Area Literature Coordinators (G-06) (Both of the above can be found at <http://www.al-anon.alateen.org/members>);
- Hawaii Policies and Procedures
 - ◊ Section I A-C and subsection Literature/The Forum;
 - ◊ Sections V, VI.
- Annual HAWSC Budget.

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Communicate with members of the panel between area meetings and assemblies;
- Bring questions/issues raised by members, GRs, and DRs as needed to the attention of the Area Assembly and Area Service Committee.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee Meetings and Assemblies;
- Answer questions regarding *The Forum* subscription and submission guidelines; refer to WSO when appropriate.

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

- 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)

- Do not just blandly promote *The Forum*. Share experience, strength and hope as to how this Conference Approved Literature (CAL) assists you personally;
- Meet with the DRs and GRs and ask what literature their groups use (or do not use) regularly and what general issues their group may be having. (i.e. use of non-CAL in meetings, lack of sponsors, etc);
- Provide suggestions on literature to use (references to service manual, CAL pamphlet, sponsorship pamphlet, etc);
- Provide information about new and available CAL;
- Don't be afraid. Say yes to leadership opportunities;
- Ask for help when you need it;

- Remember that encouraging use of CAL and The Forum is the responsibility of all Al-Anon members, not just the Literature/**The Forum Coordinator**.
- Plan to have fun, and you will.

Area Newsletter Coordinator

GENERAL DESCRIPTION: (to include term of service)

The Hawaii Area Newsletter Coordinator, who serves as Editor of the Island Serenity, is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

Groups, districts, area officers and coordinators support the newsletter by submitting articles for publication regularly and especially if a new process/program needs area-wide distribution.

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

- Possession of, knowledge of and capability to use the Al-Anon Alateen Service Manual;
- Writing and editing skills are helpful for this position;
- Computer capable to:
- Do page layout and design;
- Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Participate in WSO Newsletter Coordinator e-communities;
- Ability to research and use internet capability;
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Yahoo Groups (for document sharing and email list)

Travel/Time Commitment:

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 telephone conference calls to handle the affairs of the Area between Assemblies;

REFERENCES:

- 2014-2017 Al-Anon/ Alateen Service Manual (Pages 65, 72, 131-132);
- Al-Anon Guidelines: Area Newsletter (G-21) (Both of the above can be found at <http://www.al-anon.alateen.org/members>).
- Hawaii Area World Service Committee Policies and Procedures (Page 2, Coordinators) (available at www.afghawaii.org);
- Annual HAWSC Budget.

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

- Send out reminders to the HAWSC members that you need submissions several weeks in advance of the publication date;
- Look for items of interest for inclusion in the newsletter, such as upcoming fundraisers, recaps of conventions or other Al-Anon events, new books or pamphlets that have been published, as well as materials from Al-Anon Area Highlights and the Forum. The more creative you are about what goes into the newsletter, the easier it will be to put out each issue;
- Find out what districts, groups, etc. are doing for public outreach projects and write an article about it.;
- If you find that submissions are difficult to obtain, ask DRs to send you their meetings minutes and glean info for articles from them.

Area Public Outreach Coordinator

General Description:

The Area Public Outreach Coordinator is selected by the five newly elected officers, after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected. This position is a three year position, rotating at the same time as the rest of the area committee.

The Area Public Outreach Coordinator will encourage members to become involved in public outreach efforts to attract new members and inform the professional community about the Al-Anon and Alateen program.

The Public Outreach Coordinator will serve as a communication link between the WSO and our area.

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 yahoo e-groups
 - ◊ Make PowerPoint presentations;
- Ability to research and use internet capability:
- Video teleconferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat;
- Participate in WSO conference calls for Public Outreach Coordinators;
- Participate in WSO Public Outreach Coordinators e-communities;

Travel/Time Commitment

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 telephone conference calls to handle the affairs of the Area between Assemblies;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

References (List Service Manual with specific pages; specific WSO guidelines, local policy, etc):

- Al-Anon Guideline for Area Public Outreach Coordinator #G-38
- Al-Anon Guideline for Al-Anon/Alateen Public Outreach Service- Outreach to Professionals #G-29
- Al-Anon Guideline for Al-Anon/Alateen Public Outreach Service-Outreach to Institutions #G-9

- Al-Anon Guideline for Al-Anon/Alateen Public Outreach Service- Outreach to the Public/Media #G10
- Al-Anon Alateen Service Manual (2014-2017 edition) - Public outreach in the Community, page 50
- Al-Anon Alateen Service Manual (2014-2017 edition) - Public Relations, pages 109-115
- Al-Anon Alateen Service Manual (2014-2017 edition) - Public Outreach, pages 45,65, 72, 131-132; (All the above are available at www.al-anon.alateen.org/members)
- Hawaii Policies and Procedures (available at www.afghawaii.org/policies.html);
- Annual HAWSC Budget.

Specific Guidelines: (pertinent to the job, not already listed above):

- Participate in WSO conference calls, for Public Outreach Coordinators;
- Participate in WSO conference calls, for Public Outreach Coordinators
- Attend and participate in all Area committee meetings and Area Assemblies
- April is National Alcohol Awareness Month. During April, Colleges and institutions frequently hold health fairs and information booths in which we can be asked to participate. I have bought a variety of pamphlets to give away, and gotten at least one other person to staff the booth with me. Just plan ahead to purchase extra pamphlets ahead of time. Events may be held on Neighbor Islands in which Districts or groups could participate and report to the Area Public Outreach Coordinator.
- September is National Recovery Month. We have participated in the Oahu Recovery Walk and Dry Run, which is run by Hina Mauka; the contact person is Greg. We have a booth, and give out information, pamphlets and meeting schedules. Some members have wanted to do the walk, so I also send out registration information. Several months before the event, you can look up the event online, and you can request a table, online. Bring rocks to hold down the pamphlets, as it is normally breezy. Additional events may be held on Neighbor Islands in which Districts or groups could participate and report to the Area Public Outreach Coordinator.

Process used: (if not already addressed in the specific guidelines above):

- Area Yahoo e-group site;
- WSO Public Outreach website.

Helpful Hints:

- Keep close contact with outgoing Public Outreach Coordinator, and others who have held this position;
- Remember to ask for help. The goal is to not do all public outreach projects by yourself, but to encourage all members, groups and districts to do Public Outreach.
- Public outreach is the responsibility of all Al-Anon members not just the Public Outreach Coordinator.

Area Web Coordinator

GENERAL DESCRIPTION: (to include term of service)

The Hawaii Area Webmaster is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

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

- Possession of, knowledge of and capability to use the Al-Anon Alateen Service Manual;
- Knowledge of HTML and building websites;
- Computer capable to:
 - ◊ Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
 - ◊ Create pdf documents for distribution to members and posting to yahoo e-group;
 - ◊ Participate in AFG Connects;
 - ◊ Ability to research and use internet capability:
 - ◊ Conference calling;
 - ◊ Online meetings (Join.com, GotoMeeting, Webex, etc.);
 - ◊ Yahoo Groups (for document sharing and email list);

Travel/Time Commitment:

- Attend two one-day Area Committee meetings per year plus one two-day Area Committee orientation held in the first year of the panel;
- Attend both days (a Saturday and Sunday) of the twice-annual Area Assembly. The Spring Assembly is traditionally held on Oahu and the Fall Assembly is traditionally held on a neighbor island;
- Participate in periodic Area Service Conference telephone conference calls to handle the affairs of the area between Assemblies.
- Regularly maintain and update pages and links on the Hawaii Area website.

REFERENCES:

- 2014-2017 Al-Anon Alateen Service Manual (Pages 65, 72, 131-132);
- Al-Anon Guidelines: Guidelines for Area Web Sites (G-40) (Both of the above can be found at <http://www.al-anon.alateen.org/members>);
- Hawaii Area World Service Policies and Procedures;
- Hawaii Area Guideline for Establishing and Maintaining a List Server for Area Communication.
- Annual HAWSC budget.

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

- Map out ideas for the site before you start. How would you like the site to look? What info should it contain? How should that info be organized? The site was designed and implemented in 1997 or 1998, and while it served its purpose for many years, it is time for an update. Consider re-designing it to reflect current trends in web design.
- On a quarterly basis, email DRs through the HAWSC e-group for updates on meeting schedules. Ask them to send you a PDF of their district's schedule from which members' names and phone numbers have been deleted to maintain their anonymity. The schedules should, of course, include their district hotline/phone number.
- Consider having a public outreach section with updated members' sharings (the current ones, while still valid, have been posted since 2000). You can hold a workshop at an Assembly to get new materials. Simply make a sharing sheet and distribute it to participants, giving them 30 minutes or so to write something.
- It would be great to have a password protected "members only" section on the website. If you have the technical skill, go for it! If not, try to get an estimate for preparing that and report to Area.

District Representative

GENERAL DESCRIPTION: (to include term of service)

The District Representative (DR) (and Alternate DR) is elected by the Group Representatives in his/her district, usually takes place in the fall of the year, after the election of GRs and before election of Area officers. The DR serves a three-year term, usually coinciding with those of Area officers.

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;
 - ◊ Access the Area e-group for documents to distribute to GRs;

Ability to research and use internet capability:

Vide teleconferencing (i.e., Skype);

Conference calling;

Online meetings (joinme.com; GoToMeeting.com, Webex, etc)

Ability Leadership and organizational ability;

Travel / Time Commitment

- Hold monthly – or at least quarterly -- district meetings;
- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in 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 telephone conference calls to handle the affairs of the Area between Assemblies.

REFERENCES: (List Service Manual with specific page(s); specific WSO guideline(s) where applicable and Local Policy and/or Guidelines with specific references that apply to the position)

- Al-Anon / Alateen Service Manual 2014-2017 (Pages ,65, 66, 71,132, 141-142, 148-149, 157-158. Al-Anon Guidelines for DR #G-37 (Both of the preceding are available at www.al-anon.alateen.org/members);

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Communicate with GRs and contact people in between area meetings and assemblies;
- Prepare agenda for and chair District Meetings.;
- Prepare input for the Area newsletter;
- Visit the outlying groups when possible, as they are the ones least apt to participate.

- Make group record changes for groups in your district on line at the WSO and notify the Area Secretary

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

- District Meetings;
- Email for routine contact and reminders

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

- Ask for help with those things you may find difficult to do--such as make a flyer;
- Be sure you have an Alternate DR with whom you can work;
- Discover the skills/talents of your members;
- Act as a liaison between Al-Anon and AA and other agencies that may need information about Al-Anon.

Alternate District Representative

GENERAL DESCRIPTION:

The Alternate District Representative (Alt. DR) is elected by the Group Representatives (GR) in his/her District in an election that usually takes place in the fall of the year, after the election of GRs and before the election of Area Officers. The Alternate DR serves a three year-term. The term coincides with the term of the District Representative. The Alternate DR completes the term when or if the DR resigns.

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

1. Possession of knowledge of and capability to use the Al-Anon Service Manual
2. Computer skills sufficient for:
 - a. Preparing documents in Word, Excel and/or PowerPoint
 - b. Accessing the Area e-group for documents to distribute to GRs in the DR's absence
3. Ability to research and use internet capabilities:
 - a. video teleconferencing (i.e., Skype)
 - b. Conference calling
 - c. meetings (joinme.com; GoToMeeting.com; Webex, etc.)
4. Leadership and organizational ability

TRAVEL/TIME COMMITMENT

1. Attend scheduled District meetings.
2. Conduct District meetings in the absence of the DR.
3. Attend Area Committee meetings on Oahu if DR is unavailable, which are held twice per year in each year of the panel, traditionally for eight hours on a Saturday.
4. If the DR is unable, attend the Area Committee Orientation, which is held for two days on Oahu in the first year of the panel.
5. Attend Assemblies if the DR is unavailable, which are held twice per year for two days each. The Spring Assembly is traditionally held on Oahu, and the Fall Assembly is traditionally held on a Neighbor Island.
6. Participate in Conference Calls if DR is not available.
7. On Oahu serves as the (Oahu information Service) OIS Representative for their District and attends OIS meetings.

REFERENCES:

Al-Anon/Alateen Service Manual 2010-2013 (pages 61, 140-141)

Al-Anon Guidelines for DR: #G-37 (Available at www.al-anon.alateen.org/members)

SPECIFIC GUIDELINES: (Pertinent to the job, not already addressed in above references.)

1. Communicate with DR to assist with any duties he/she needs help with.

2. Remain informed so as to contact members in between meeting and assemblies if necessary.
3. Prepare agenda for and chair District Meetings in absence of DR.
4. Assist DR by visiting groups in the District to encourage participation.
5. The Alternate DR will be invited to be a member of the HAWSC Panel e-group for the term of the panel to remain informed and prepared to stand in for the DR.

Past Delegate

GENERAL DESCRIPTION:

- Previously served as Area Delegate and attended World Service Conference;
- At own expense, can attend the Area Committee meetings with voice but no vote;
- Can attend the Area Assemblies.
- Serves as a historical voice at Area Committee Meetings and Assemblies
- Volunteers to serve on special committees.
- Volunteers to work on and present workshops at Assemblies;
- Attends Southwest Regional Delegates Meeting (SWRDM) as Past Delegate to help orient new Delegates (pays own expense to attend)
- Can serve as a member of the Policy Standing Committee and Budget Committee;
- Can be assigned to a Coordinator position to replace a vacancy.
- Continue to be active in the Area to pay back what the Area has invested during your term and share the knowledge you have gained while serving.

SKILLS NEEDED FOR POSITION

- Computer capable to:
 - ◊ Prepare documents in Word, Excel and PowerPoint or other office suite software;
 - ◊ Use email to contact other members of the HAWSC;
- Ability to research and use internet capabilities;
- Access e-communities for Present and Past Delegates;

REFERENCES

- Hawaii Policies and Procedures
 - ◊ Section 1, V-B
 - ◊ Section 1, VII-A (available online at www.afghawaii.org/policies.html).

HELPFUL HINTS

- After your term as delegate ends, you will be a Past Delegate for life;
- You will continue to receive Conference Summaries from WSO;
- Become a member of DOL's (Delegates On Line) to stay connected with all past and present Delegates;
- WSO has developed an e-community and discussion board for present and past delegates;
- Member of Southwest Regional Delegates Meeting (SWRDM) as Past Delegate.

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