

## **East Hawaii District Representative and Alternate District Representative**

### **District Representative**

1. Elected for 3-year term by GRs at a District meeting prior to the end of the previous panel.
2. Facilitates monthly District meetings and District fundraising efforts to support Big Island Hotline/RingCentral platform and other expenses.
3. Prepares and distributes the Agenda for monthly District meetings.
4. Communication link between GRs in District and Hawaii World Service Area and Area Delegate.
5. Disseminating World Service Conference information and reports.
6. Represents District at Hawaii World Service Committee meetings.
7. Visits the District 9 groups (meetings) when available to ensure they are receiving necessary information and getting the support they need.
8. Help groups understand and apply the Traditions in their meetings and District meetings.
9. Ensure the World Service Office data sheets are correct for each group and mailing information is updated as group data changes such as location of meeting, meeting time changes, etc.

### **Alternate District Representative**

1. Elected for 3-year term by GRs at a District meeting prior to the end of the previous panel.
2. Attends monthly District meetings and facilitates meetings when DR is not available.
3. Alternate DR may attend assemblies and World Service Committee meetings when DR is unavailable to attend.
4. *Acts as AA Liaison for District, assisting in coordination of Al-Anon participation in AA events as desired by AA.*
5. If DR resigns or proves inactive, the Alternate completes the 3 year term and may be elected to a subsequent 3 year term of his/her own.

# East Hawaii District Service Positions

## Group Representative

### A. Alternate Group Representative

1. An alternate group representative is elected at the same time as GR for 3-year term.
2. Alternate Group Representative performs duties as outlined above when GR is unavailable.
3. Alternate GR may attend assemblies to learn about AI-Anon at World Service level.
4. Alternate GR's duties may include Public Outreach contact for the group; newcomer greeter; newsletter reporter – if appropriate.
5. If GR resigns or proves inactive, the Alternate completes the 3-year term and may be elected to a subsequent 3-year term of his/her own.

### B. District Secretary

1. Elected for 3-year term by GRs at a District meeting prior to the end of the previous panel.
2. Attends monthly District meetings.
3. Records minutes at the district meeting; prepare a typed report, which is emailed to District service persons, using group distribution list or shared platforms such as Google Drive
4. Maintains and updates GR and Service position list including District Coordinators.
5. Updates and maintains a list of motions made at District Meetings.
6. Maintain and update meeting schedule, advising web coordinator for updates on the website and notifying AIS coordinator about those changes so answering service message can be changed.
7. Emailing out any addition information that needs to be dispersed to the GR's.

### C. Treasurer

1. Elected for 3-year term by GRs at a District meeting prior to the end of the previous panel.
2. Produces monthly Treasurer's Report for AI-Anon and Alateen business.
3. Attends monthly District meetings.
4. Pays District bills as needed.
5. Reimburses expenses for District costs such as DR expenses, etc.
6. Produces reports for District events and expenditures.
7. Balances checkbook/bank account and distributes monies to HAWSC/WSO for quarterly donations to the service arms.

### D. District Alateen Coordinator

1. Elected for 3-year term by GRs at a District meeting prior to the end of the previous panel.
2. Attends monthly District meetings.
3. Coordinates and supports Alateen meetings and AMIAS (AI-Anon Members in Alateen Service) as needed.
4. Coordinates and supports Public Outreach and Alateen events.
5. Works with GRs to attract new AMIAS.
6. Communicates with Hawaii Area Alateen Coordinator (or Delegate if Coordinator position is vacant) in the Certification process of new AMIAS and recertification of AMIAS.
7. Offers Alateen Safety Requirements Training to new AMIAS.

**E) Literature Distribution Center Coordinator**

1. Maintains Literature supply to include all CAL literature and brochures.
2. Fills literature orders for groups.
3. Orders literature for all District events.
4. Attends monthly District meetings.
5. Coordinates with District AA Liaison to provide Al-Anon literature at AA events in cooperation with their fellowship.
6. Maintains an ample reserve and distributes excess funds to the District.

**F) Public Outreach Coordinator**

1. Coordinates Public Outreach activities for the District.
2. Coordinates and maintains Volunteer list – providing Al-Anon and Alateen representatives for schools, public health organizations, and other requests as appropriate.
3. Leads Public Outreach Committee.
4. Provides direction and coordination for yearly Al-Anon Faces Alcoholism distribution, targeted for the professional community.
5. Attends monthly District meetings.

**10) AIS Coordinator**

1. Maintains schedule of volunteers for callbacks from answering service.
2. Updates outgoing message with meeting schedule as needed.
3. Updates Community Calendar in newspaper.
4. Attends monthly District meetings.

**11) Flyer/Schedule Preparer**

1. Maintains and updates meeting lists.
2. Prepares flyers for District Events.

**12) Archive Coordinator**

1. Gathers historical material.
2. Organizes District Archive
3. Shares historical material with Area Archives Coordinator
4. Attends monthly District Meetings

For more information about these service positions, contact your GR or DR.