

## **Delegate**

### **GENERAL DESCRIPTION: (to include term of service)**

The Delegate is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3-year term. The delegate 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 AI-Anon worldwide. The delegate is the bridge of understanding that links the groups in the Area with the worldwide fellowship of AI-Anon/Alateen to help them continue to function in unity. The delegate is the servant of AI-Anon as a whole.

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

- Possession of, knowledge of, and capability to use the AI-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 GroupsIO;
  - ◊ Communicate with the membership through the Area Communication Hub on the website;
  - ◊ Keep up-to-date information on the Delegate's web page;
  - ◊ Make PowerPoint presentations;
  - ◊ Ability to listen and hold space for all voices to be heard before leading the group to a decision.
- Ability to research and use internet capability;
- Video teleconferencing (zoom);
- Conference calling;
- Online meetings (Zoom, Webex, etc.);
- Chat.

### ***Travel/Time Commitment***

- Attend all Area Committee meetings, AWSC, 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 one or 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 or Zoom calls to handle the affairs of the Area between Assemblies;
- Must be able to go to the Southwest Regional Delegates Meeting (SWRDM) the 2nd weekend in March of each year;
- Must be able to attend the week long World Service Conference (WSC) each year;
- Available to travel to a Neighbor Island to make a presentation upon request.

## **REFERENCES:**

- 2022 - 2025 Service Manual (Pages 160-161) (available at [www.al-anon.alateen.org](http://www.al-anon.alateen.org))
- Hawaii Policies and Procedures:
  - ◊ Section I A-C (Delegate)
  - ◊ Sections II, III, IV (available at [www.hawaiial-anon.org](http://www.hawaiial-anon.org));
- 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 or on the Area Website;
- Communicate with members of the panel in between area meetings and assemblies
- Emails to all AWSC members (including past delegates)
- Make report when asked by districts and other service arms.
- 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.
- (This was down in the hints, and I believe it needs to be up here in guidelines.) Share CAI with the Area. Our membership may want to contribute, you can bring our input back to Conference. (In my experience, this needs to be part of the job description since it is the only direct way the members have a voice in what is on the WSC Agenda.)
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## **PROCESS USED: (if not already addressed in the specific guidelines above)**

- Email for routine contact and reminders.
- Use conference call and Zoom 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)**

- Have secretary post deadlines (such as love gifts and post card reminders) to GroupsIO and the Area Communication Hub on the website and send out reminders.
- Ask Coordinators and other members of the area to share leadership with you when doing your delegate's 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 (I have not experienced this in my 3 years. So we still want this to remain in the Job Description?) This is for the new delegates in the region, the program

and site chairs and the Hawaii members attending. Usually this is about a dozen leis. There is money built into your budget for it.

- Work closely with the Area Chair and Officers and share ideas. You don't have to do this alone.
- The Conference places a lot of attention on the financial reports. Your report should be informative, how WSO is standing financially, but don't over do it; everyone will fall asleep.

### **WORLD SERVICE CONFERENCE**

- *(Post Covid update: the WSO has not offered public sharing of love gifts, so having only one kind of love gift for the Area works better for one-on-one distribution that can only happen during meals.)* 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. (Again post covid: shipping to the hotel is no longer an option. All must be transported and kept with the delegate at all times.) Bring some pre-paid USPS flat-rate boxes with you to ship them back home. (I didn't find this to be necessary, since many Areas now are opting NOT to bring love gifts but to instead make a monetary contribution to WSO in the name of the Area. Is that something we want to ask the Area about?)
- 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.
- You have the option to mail love gifts back from Conference, but must come prepared with Postal flat rate boxes. OR, choose mostly flat love gifts that will pack well in your luggage.
- Get to the WSC a day or two early if you can so that you're fresh when it starts. The Area and the WSO will cover the charges of these extra days for you!
- Don't be afraid. Say yes to leadership opportunities.