

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.