

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.