



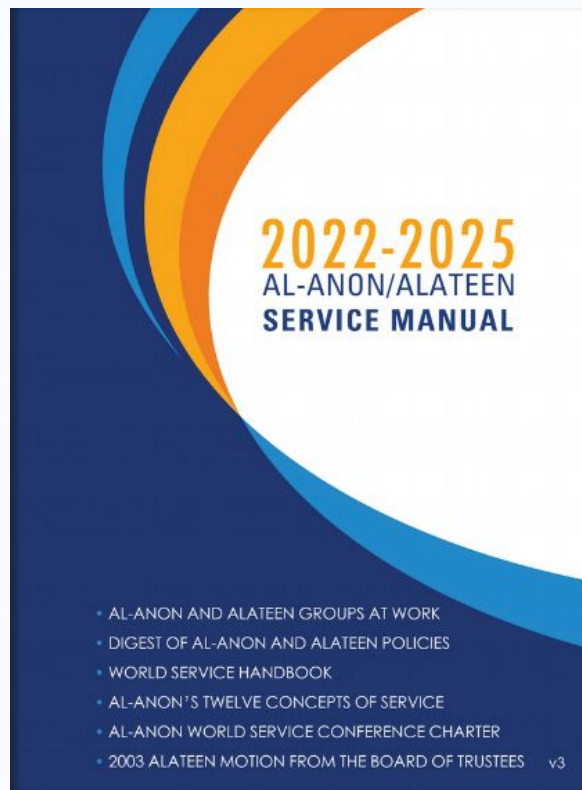
GR & DR 
Orientation



Al-Anon Service Manual

Available as free download on the Al-Anon Family Groups Website at <https://al-anon.org/> under Members → Member Resources → Manuals & Guidelines.

Al-Anon Literature (View the catalog here: <https://al-anon.org/pdf/S15.pdf>) is available through the [Hawaii Area Literature Center \(HALC\)](#) or from your District Literature Distribution Center Coordinator.



Links of Service

The Al-Anon fellowship is represented annually at a World Service Conference (WSC). It is attended by one elected Delegate from each Assembly Area, the Board of Trustees, the Executive Committee, and the voting members of the World Service Office administrative Staff. Representatives from non-panel Areas (those not yet electing a Delegate) and countries other than the United States and Canada may attend with voice but no vote.

The Group Representative (GR) is the first link in the chain that leads to the World Service Conference. Each GR is chosen by members of the group and may serve as GR in no more than one group at a time.

The District Representative (DR) is the next link. The Area is divided into Districts, each with one DR, who is chosen by the GRs in his District to serve on the Area World Service Committee.

If a GR becomes a DR, he fulfills both functions unless the Area Assembly chooses to have its groups elect new GRs to replace those who have taken on the duties of DR.

**p.143-144,
Service Manual**

Links of Service (S-28)

World Service Conference Structure Graphic



Members in a group elect a **Group Representative (GR)**.



The **GR** is the liaison between the group and the District and the group and the Area Assembly.



The **GRs** in a District elect a **District Representative (DR)**.



The **DR** represents the District's groups at Area World Service Committee (AWSC) meetings.



The AWSC consists of Assembly Officers, which includes the Chairperson, Delegate, Alternate Delegate, Treasurer, and Secretary; **DRs**; Coordinators (such as Alateen Coordinator and Literature Coordinator); and liaison members (such as Al-Anon Information Service Liaison).



The **GR** attends the Area Assembly to elect the **Area Delegate**, hear reports, and participate in Area service projects.

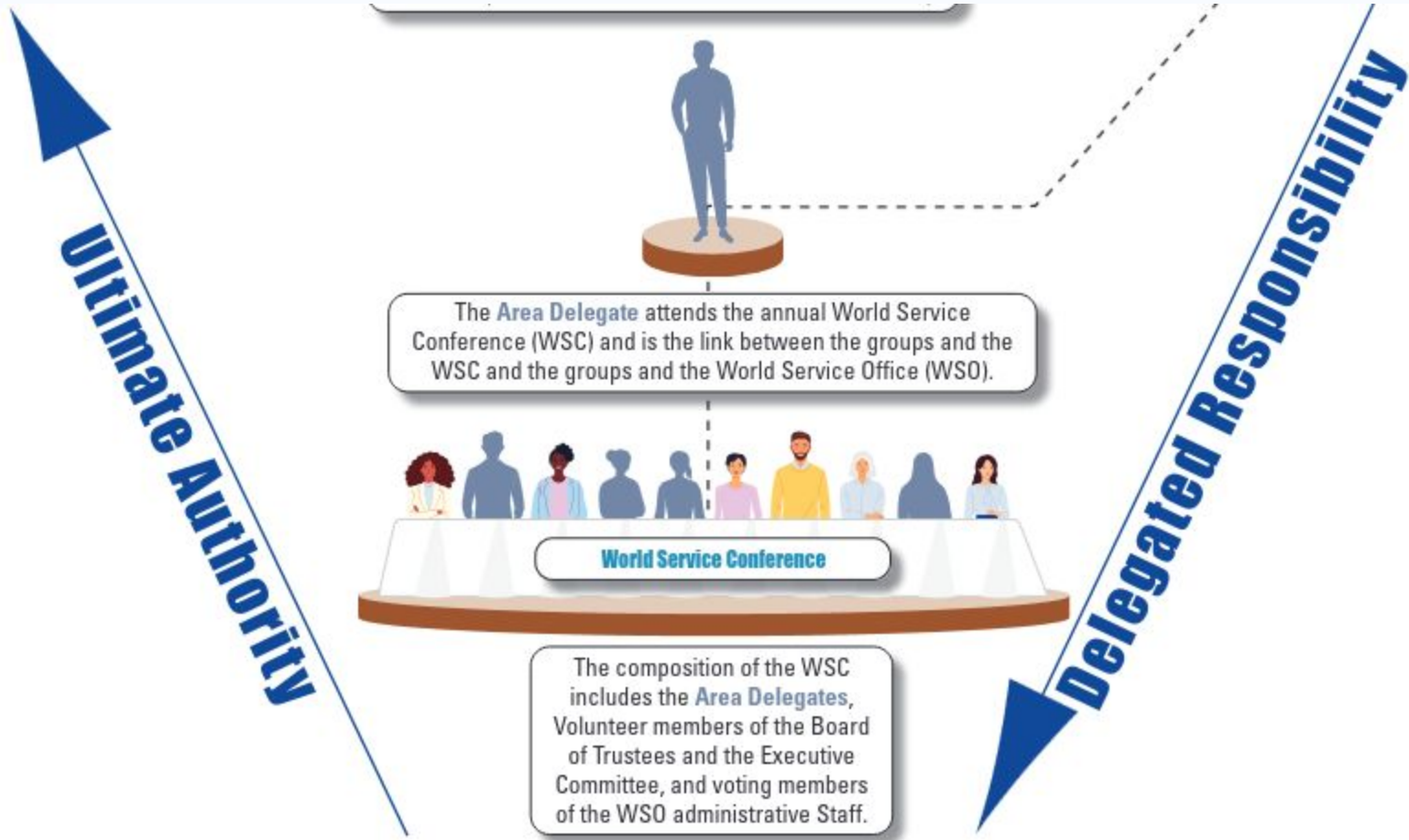


Image Link: https://al-anon.org/pdf/WSC-Structure-Graphic-8_5x11.pdf

World Service Conference (WSC)

Al-Anon's Tradition Two states: "For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern."

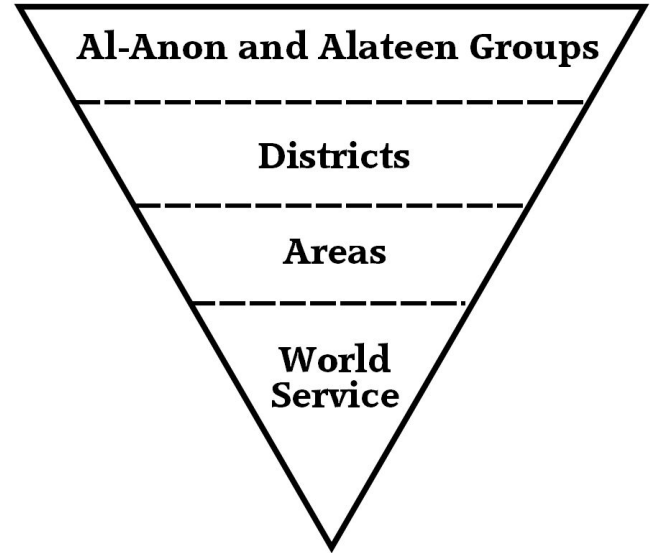
The World Service Conference makes the group conscience available and effective for all Al-Anon. It is the practical means by which the group conscience can speak; it is the voice of world Al-Anon and the guarantee that our world services shall continue to carry on under all conditions.

The Conference protects Al-Anon and Alateen against a service breakdown; it makes for unity and enables our fellowship to act as a whole upon important matters. This makes it the principal guarantor of Al-Anon and Alateen's harmony and survival.

Copied from: <https://al-anon.org/for-members/world-service-conference-wsc/>

Group Representative (GR) (G-11)

“The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs are members with experience, stability, and a general understanding of the Traditions and how they are applied. The GR becomes familiar with the Al-Anon/Alateen Service Manual (P-24/27) and encourages its use in Al-Anon meetings. The GR is the first link in the chain that leads to the World Service Conference and is the voice of the group at the Area level. The GR votes on matters affecting the Al-Anon group and potentially Al-Anon as a whole.”



Group Representative (GR)

“A Group Representative (GR) is a member, who is not also a member of Alcoholics Anonymous (A.A.), preferably with a basic understanding of the Al-Anon program, who is elected for a three-year term by his/her group (Al-Anon or Alateen). He/she attends Assembly and district meetings and acts as a contact between the group and the District Representative, and between the group and the Assembly.”

Quoted from Joy of Service <https://al-anon.org/pdf/S57.pdf>

Duties of GR

- **The GR and District Meetings** The GR is expected to attend all meetings of his District. The GR or the Alternate GR, in the GR's absence, votes at the District meeting. Each group has one vote. Communicating at District meetings, the GR can bring his group's viewpoint on any situation or problem concerning Al-Anon to the attention of the DR. In turn, he informs his group of the outcome of the meetings.
- **The GR and the Area Assembly** In addition to attending the election Assembly, the GR is expected to attend all scheduled Assemblies (and any interim Assembly the Chairman or Delegate considers necessary) and to report back to the group. The GR or Alternate GR, in the GR's absence, votes at the Assembly. Each group has one vote.

District Representative (DR)

The District Representative (DR) is an important link between the groups and the Area Assembly. The District is a geographical segment containing a number of groups, located relatively closely to one another. The DR represents the District at Area World Service Committee (AWSC) meetings and conveys information back to the groups. The DR chairs regular District meetings for groups in the District. ([G-37](#))

The DR is elected from among the incoming, outgoing, or active Past GRs in his home District prior to the Assembly or by caucus at the Assembly. Each DR represents one District within the Area. He helps the groups in his District understand their relationship and responsibility to the worldwide fellowship. **P. 147-148, Service Manual**

Duties of DR

- Sends district meeting agenda
- Compiles email contact list and updates District Roster (re: District Roster: We're an Anonymous Program, not Anonymous to each other)
- Conducts District Meeting
- Attends assemblies, area meetings, and conference calls
- Distributes assembly materials to GR's prior to assembly
- Revises meeting schedule is familiar with group records
- Works with Treasurer to create District Budget

Guidelines: ([G-37](#)), ([G-13](#)) and ([G-15](#))

Refer to your District's Job Descriptions. Example: Maui District Job Descriptions [here](#).

Districts

Hawaii Area has 7 districts.

Select the buttons below to view the district pages.

District 1: Windward
O'ahu

District 3 : Maui,
Moloka'i, Lāna'i

District 4: Leeward
O'ahu

District 5: Central
O'ahu

District 6:
Kaua'i

District 7: West
Hawai'i

District 9: East
Hawai'i

<https://www.al-anonhawaii.org/districts>

Hawaii Area Assemblies

Spring Assembly lasts 2 days and is held on the island of Oahu. The assemblies are put on and rotate between the 3 districts on Oahu, Central, Windward and Leeward.

Fall Assembly lasts 2 days and rotates between the 4 neighbor-island districts. They are the district of Maui, Kauai, and the Big Island of Hawaii which has two districts- West Hawai'i- Kona and East Hawai'i - Hilo.

[Area Assembly Documentation](#)

Hawaii Area Assemblies – Who pays for what?

Spring and Fall Area Committee Meetings:

All the HAWS* Officers (5), Coordinators (5), and District Representatives (7) expenses to attend Area Committee meetings is borne by HAWS. The agenda for the upcoming Area Assemblies is planned at these meetings.

Spring & Fall Assemblies:

The Officers and Coordinators expense is borne by HAWS. The District Representatives (DR) expenses are borne by their District. A Group Representative (GR or Alt. GR) expenses are borne by their Group. If a group cannot cover the complete cost Maui District has a scholarship fund. (Up to one-half of the total cost, once per group per year. Contact Maui DR for information).

*HAWS: Hawaii Area World Service

Assembly Documentation

Area Assembly Documentation

(password: AFG)

DR and Coordinator Reports Spring 2024

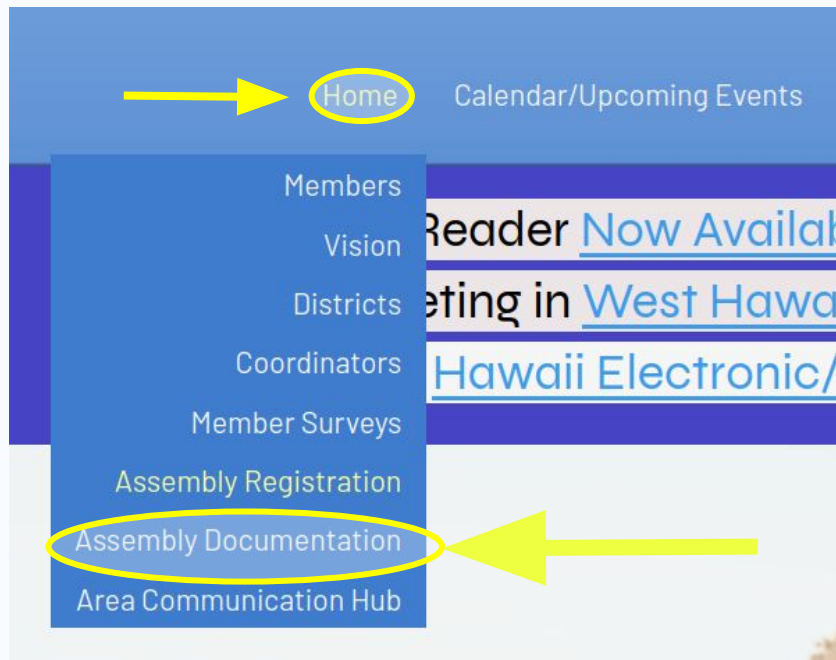
Treasury Report

Quarterlies

HALC Financial Report

Spring Assembly Agenda

<https://www.al-anonhawaii.org/>



Consent Agenda

A consent agenda is a time saving tool that groups together routine items and resolutions under one agenda item. Items included in the consent agenda require no discussion before voting and all are approved in one vote. However, an item may be removed from the consent agenda and added to the regular agenda for separate discussion. Items often include in a consent agenda are:

- Minutes from previous Assembly
- Factual reports from Coordinators & DRs
- Treasurer's Income & Expense Sheet & Quarterly Splits Report (but not the Draft Budget)
- In Spring, HALC Financial Statement

The topics and documentation for items in the consent agenda must be distributed well in advance of the meeting. Questions should be asked in advance and answers provided by the chairman to the entire group in advance.

Procedure

If a GR or Committee member has a question, correction with anything in the minutes* it goes to the applicable DR. The DR forwards the question/correction to the Area Chairman. The Area Chairman responds through the DR.

If a correction is needed, a correction by itself is published and distributed, and it would be appropriate to notify the DR. In our case it would be posted as "Correction #10May06Assembly Min" It is likely only one page.

The Area Secretary would then forward the correction to the DR's and Committee.

If it is just answering a question, it can be between the Area Chairman and the DR to pass on to the GR or member.

We can still pull the minutes from the Consent Agenda at the Assembly

*This same procedure will also be used for other items on the consent agenda such as the financial report, coordinators report, etc.

Cited from
Consent
Agenda
Definition

Voting Procedure

Hawaii World Service Area Policies & Procedure

VIII. Area Assemblies.

- A. Members of the Assembly having voice and vote are the Group Representatives (GR) elected by a group to represent the group for a three-year panel. Each GR (or Alternate GR, if attending in place of the GR) represents only one group and has one vote.
- B. Only Group Representatives can make a motion. Chairperson can ask for a motion to be made by a GR.
- C. All attendees have a voice at the Area Assembly.

Voting Item at Spring Assembly 2024:

HAWS Guideline for Accepting Electronic Groups

World Service Office (WSO) & Hawaii Area Websites

Hawaii World Service Website: www.al-anonhawaii.org

WSO Website -World Service Office: www.al-anon.org

WSO Address: AFG, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA, 23454-5617 Phone: (757) 563-1600

WSO Members website homepage includes, In the Loop and AFA Connects:
www.al-anon.org/members

Electronic Meetings:

<https://al-anon.org/al-anon-meetings/electronic-meetings/>

Al-Anon Phone App:

<https://al-anon.org/for-members/members-resources/mobile-app-guide/>

Acronyms to Know

AA : Alcoholics Anonymous

AAPP: Area Alateen Process Person

AFG: Al-Anon Family Groups.

AMIAS: Al-Anon Member Involved
in Alateen Service

AIS: Al-Anon Information Service

AWSC: Area World Service
Committee

BOT: Board of Trustees

COB: Chairman of the Board.

CAL: Conference Approved
Literature.

CMA: Current Mailing Address

CPC: Cooperating with the
Professional Community

DR: District Representative

GR: Group Representative

HALC: Hawaii Area Literature
Center

HAWSC: Hawaii Area World Service
Committee

Acronyms to Know

KBDM: Knowledge Based Decision Making

LDC: Literature Distribution Center

ODAT: One Day At A Time, one of the daily readers

OIS: Oahu Information Service

P&P: Policies and Procedure

RT: Regional Trustee

SWRDM: South West Regional Delegates

Meeting (an orientation meeting for incoming delegates held by current and pass delegates from 8-area region, which include Northern California, Southern California, Hawaii, Arizona, New Mexico, Nevada, Utah and Colorado)

TAL: Trustee at Large

WSA: World Service Area, each area is represented by a delegate at the WSC

WSC: World Service Conference: Al-Anon's annual meeting in April (see page 164-170 of the Service Manual).

WSD: World Service Delegate

WSO: World Service Office, AFG headquarters in Virginia Beach

Group Guidelines & Resources



Meeting Guidelines ([G-13](#))

Positions ([Service Manual](#) p. 57-60)

How to Facilitate a Group Business Meeting ([Service Manual](#) page 46) & ([G-11](#))

Al-Anon Group Records Change Form ([Change of Mailing Address \(CMA\)](#)) ([Group Change Instructions](#))

Taking a Group Inventory ([G-8a](#)) ([G-8b](#))

Use of Conference Approved Literature ([S-62](#))

Why Conference Approved Literature ([P-35](#))

2024 Catalog of Al-Anon Conference Approved Literature ([S-15](#))

Periodicals

The Forum - Al-Anon's monthly magazine features timely sharing's from Al-Anon/Alateen members, suggested topics, and the latest information on worldwide Al-Anon recovery. (GRs are the spokespeople for *The Forum*—check out Tips for GRs (Group Representatives as Forum Representative (F-2)).



Al-Anon Faces Alcoholism - The annual public outreach magazine designed to introduce families of alcoholics to Al-Anon and to the importance of family recovery from a relative or friend's drinking. Essential information about Al-Anon, members' stories, and articles by professionals are included. Professionals also can use it as an aid for their patient/client referrals to Al-Anon.



More Guidelines & Information

District Representatives ([G-37](#))

District Meetings ([G-15](#))

Group Representatives ([G-11](#))

Suggested Programs for Meetings
([G-13](#))

Tips for GRs (Group Representatives)
as Forum Representative ([F-2](#))

Service Manual ([P-24/27](#)) & Groups at
Work ([P-24](#))

The Forum order form ([S-41](#))

Links of Service ([S-28](#))

Al-Anon Group Records Change Form
([CMA](#)) (S-19)

Taking a Group Inventory ([G-8a](#)) ([G-8b](#))
[Service Sponsorship](#) (P-88)

Why Conference Approved Literature
([P-35](#))

Cooperation between Al-Anon and A.A.
([G-3](#))

Outreach to Professionals ([G-29](#))

Outreach to Public/ Media ([G-10](#))

More Guidelines & Information

2024 Catalog of Al-Anon Conference Approved Literature ([S-15](#))

Birthday Envelope ([E-1](#))

Memorial Envelope ([E-4](#))--the only way a non-member can contribute to Al-Anon

Individual Envelope ([E-5](#))

Reserve Fund Guideline ([G-41](#))

Group Inventory: Use of Conference Approved Literature ([S-62](#))

[Using Al-Anon Principles to Resolve Conflicts Kits:](#)

(The kit contains (S-71), (S-72) and (S-73).