

## **2020 HAWS FALL ASSEMBLY – ATTACHMENTS**

**ATTACHMENT #1 – VOTING ROSTERS (3 PAGES)**

**ATTACHMENT #2 – 2021 BUDGET (3 PAGES)**

**ATTACHMENT #3 – COORDINATORS AND DISTRICT REPRESENTATIVES' REPORTS (13 PAGES)**

**ATTACHMENT #4 – ASSEMBLY ETIQUETTE (1 PAGE)**

**ATTACHMENT #5 – ASK-IT-BASKET (30 PAGES)**

**2020 HAWS FALL ASSEMBLY – ATTACHMENT #1**

**VOTING ROSTER OCTOBER 24, 2020**

**VOTING ROSTER OCTOBER 25, 2020**

**2020 HAWS FALL ASSEMBLY - ATTACHMENT #1**  
**VOTING ROSTER OCTOBER 24, 2020**

DISTRICT/GROUP	NAME	POSITION	VOTING
<b>#1 Windward (2)</b>			
K Bay Just For Tonight	Gernell Y	GR	Yes
Keep It Simple	Sharon N	GR	Yes
<b>#3 Maui (7)</b>			
Upcountry Monday Night	Dana Rae H	Alt GR	Yes
Happy Day	Dwight M	GR	Yes
Celebrating Serenity	Gary N	GR	Yes
Kihei Friday Noon	Geoffrey N	GR	Yes
ODAT With Women	Karen H-A	Alt GR	Yes
Tuesday Alanoon	Tom N	GR	Yes
Maluhia Ohana	Wiebke D	Alt GR	Yes
<b>#4 Leeward (1)</b>			
North Shore Serenity	Sherry H	GR	Yes
<b>#5 Central (4)</b>			
Catch The Wave	Anna K	GR	Yes
Friday Morning Step Study	Katherine H	GR	Yes
New Beginnings	Margaret H	GR	Yes
Thursday Noon At Crossroads	Sandy J	GR	Yes
<b>#6 Kauai (3)</b>			
Saturday Paths To Recovery	Beaky J	GR	Yes
Sunday Morning	Carly B	GR	Yes
Wednesday Noon Lihue	Howard W	GR	Yes
<b>#7 West Hawaii (7)</b>			
Tuesday Night Book	Alice C	GR	Yes
Aloha Friday	Dana D	GR	Yes
Kailua Kona	Denize M	GR	Yes
As We Understood	Jamie N	GR	Yes
Thursday Kona Recovery	Michelle J	GR	Yes
Joy	Sharon S	GR	Yes
Baby Steps	*Kay R	Alt GR	Yes
	*Sophie H	GR	Present earlier
<b>#9 East Hawaii (6)</b>			
Monday Night 4th Step	Barbara A	GR	Yes
Courage to Change	Cheryl S	GR	Yes
Super Saturday	Ginelle D	GR	Yes
Steps To Serenity	Midge J	GR	Yes
Serenity on Sundays	Shelly M	GR	Yes
Read, Write, Ka'analike	Tamera L	GR	Yes

**TOTAL VOTES (30)\*** At various times during the virtual meeting, members had to leave and did not vote.  
**Substantial unanimity: 2/3 of 30 = 20\***

**2020 HAWS FALL ASSEMBLY - ATTACHMENT #1**  
**VOTING ROSTER OCTOBER 25, 2020**

DISTRICT/GROUP	NAME	POSITION	VOTING
<b>#1 Windward (3)</b>			
K Bay Just For Tonight	Gernell Y	GR	Yes
Lunchtime Recovery	Patti A	Alt GR	Yes
Keep It Simple	Sharon N	GR	Yes
<b>#3 Maui (8)</b>			
Upcountry Monday	Dana Rae H	Alt GR	Yes
Happy Day	Dwight M	GR	Yes
Celebrating Serenity	Gary N	GR	Yes
Kihei Friday Noon	Geoffrey N	GR	Yes
ODAT With Women	Karen H-A	Alt GR	Yes
Saturday Morning AC	Mara C	GR	Yes
Tuesday Alanoon	Tom N	GR	Yes
Maluhia Ohana	Wiebke D	Alt GR	Yes
<b>#4 Leeward (1)</b>			
North Shore Serenity	Sherry H	GR	Yes
<b>#5 Central (4)</b>			
Catch The Wave	Anna K	GR	Yes
Malia Group	Janet R	GR	Yes
Friday Morning Step Study	Katherine H	GR	Yes
New Beginnings	Margaret H	GR	Yes
<b>#6 Kauai (3)</b>			
Saturday Paths To Recovery	Beaky J	GR	Yes
Sunday Morning	Carly B	GR	Yes
Wednesday Noon Lihue	Howard W	GR	Yes
<b>#7 West Hawaii (7)</b>			
Tuesday Night Book Study	Alice C	GR	Yes
Aloha Friday	Dana D	GR	Yes
Kailua Kona	Denize M	GR	Yes
As We Understood	Jamie N	GR	Yes
Thursday Kona Recovery	Michelle J	GR	Yes
Joy	Sharon S	GR	Yes
Baby Steps	Kay R	Alt GR	Yes
<b>#9 East Hawaii (6)</b>			
Monday Night 4th Step	Barbara A	GR	Yes
Courage to Change Sunday	Cheryl S	GR	Yes
Super Saturday	Ginelle D	GR	Yes
Steps To Serenity	Midge J	GR	Yes
Serenity on Sundays	Shelly M	GR	Yes
Read, Write, Ka'anali	Tamera L	GR	Yes

**TOTAL VOTES (32)\*** At various times during the virtual meeting, members had to leave and did not vote.  
**Substantial unanimity: 2/3 of 32 = 22\***

**2020 HAWS FALL ASSEMBLY – ATTACHMENT #2**

**PROPOSED 2021 BUDGET HAWSC (8.17.2020)**

**2021 HAWSC PROJECTED INCOME AND RESERVES (8.17.2020)**

PROPOSED 2021 Budget HAWSC (8.17.2020)			
<b>I. DELEGATE SUPPORT FOR THE WORLD SERVICE:</b>		<b>2021</b>	<b>I. Delegate Support</b>
A.1	World Service Conference, Equalized Travel	\$1,289.00	Figure received August, 2019 (most current)
A.2	World Service Conference, Misc Expenses	\$500.00	One extra night lodging
B	SWRDM - Travel expenses/Registration/Delegate	\$1,700.00	Badge fee, Area fee & meals (based on 2020 costs)
C	SWRDM - Alternate Delegate (attends 1st yr. of Panel)	\$333.00	Placed into Reserve budgets \$333./year for this
D	NEIGHBOR ISLAND SUPPORT	\$220.00	One RT airfare to visit another island
	<b>TOTAL DELEGATE SUPPORT</b>	<b>\$4,042.00</b>	
<b>II. ASSEMBLY SUPPORT:</b>			<b>II. Assembly Support</b>
	<b>SPRING ASSEMBLY —CENTRAL—ST. ANTHONY'S</b>		
A	TRAVEL EXP (5 Officers) @220.00. RT	\$1,100.00	Account for possibility of 5 officers off Oahu
B	TRAVEL EXP (6 Coordinators) @ \$220 RT	\$1,320.00	Account for possibility of 6 coordinators off Oahu
C	REGISTRATION/FOOD/LODGING (11 @ \$120.00)	\$1,320.00	Account for possibility of 11 committee members off Oahu
D	REGISTRATION FEE FOR OAHU MEMBERS (0 @ \$65.00)	\$0.00	
E	ALT DELEGATE FRIDAY LODGING	\$50.00	
F.	WORKSHOP EXPENSES	\$100.00	
F.1.	SPRING ASSEMBLY SEED MONEY	\$300.00	Deposit paid to venue to secure dates
	<b>Total Spring Assembly Support</b>	<b>\$4,190.00</b>	
	<b>FALL ASSEMBLY—Kauai</b>		
G.	TRAVEL EXP (5 Officers) @220.00. RT	\$1,100.00	Account for possibility of 5 officers off Kauai
H.	TRAVEL EXP (6 Coordinators) @ \$220 RT	\$1,230.00	Account for possibility of 6 coordinators off Kauai
I.	REGIS/FOOD (11 COMMITTEE MBRS @ \$110.00)	\$1,210.00	
J.	LODGING (Up to 11 @ \$100.00)	\$1,100.00	Account for possibility of 11 committee members off Kauai
K.	ALT DELEGATE FRIDAY LODGING	\$200.00	
L.	WORKSHOP EXPENSES	\$100.00	
L.1.	FALL ASSEMBLY SEED MONEY	\$2,000.00	Deposit to be paid to venue to secure dates
	<b>Total Fall Assembly Support</b>	<b>\$6,940.00</b>	
	<b>TOTAL SUPPORT BOTH ASSEMBLIES</b>	<b>\$11,130.00</b>	
<b>III. HAWAII WORLD SERVICE COMMITTEE:</b>			
	<b>OFFICERS</b>		misc. expenses for each officer ↓↓
A.	CHAIRPERSON	\$50.00	
B.	ALTERNATE DELEGATE	\$40.00	
C.	SECRETARY	\$25.00	
D.	TREASURER	\$25.00	
E.	TRAVEL TO COMMITTEE MTGS (5) @ \$220 x 2	\$2,200.00	Account for possibility of 5 officers off Oahu
	<b>COORDINATORS</b>		misc. expenses for each coordinator ↓↓
F.	ALATEEN	\$50.00	
G.	PUBLIC OUTREACH	\$250.00	
H.	LITERATURE/FORUM	\$50.00	
I.	ARCHIVES	\$25.00	
J.	NEWSLETTER	\$25.00	
K.	WEB COORDINATOR	\$0.00	Based 2020 actual expenses - cost is donated by Maui District member
L.	INTER IS. TRAVEL FOR 2 COORDINATORS @ \$220 RT	\$440.00	2 coordinators/year may travel for service
M.	TRAVEL TO COMMITTEE MTGS (6) @ \$220 x 2	\$2,640.00	Account for possibility of 6 coordinators off Oahu
	<b>DISTRICT REPRESENTATIVES</b>		
N.	NEIGHBOR IS. TRAVEL TO COMM. MTGS (4) @ \$220 x 2	\$1,760.00	3 DR's on Oahu
	<b>MISCELLANEOUS EXPENSES</b>		
O.	RENTAL SPACE FOR AREA COMMITTEE MEETINGS	\$200.00	\$100 X 2 at Trinity
P.	ORIENTATION EXPENSE (mail, room, food, airfare for ~36)	\$1,000.00	Placed into Reserve budgets \$1,000/yr for this
Q.	CONFERENCE SUMMARIES for Committee members	\$100.00	20 For all Area Committee Members
R.	AREA REFRESHMENTS for Committee meetings	\$50.00	\$25 per meeting
S.	SERVICE MANUALS for Committee members	\$90.00	
T.	Subscription for ZOOM for Area Committee business	\$150.00	
	<b>TOTAL HAWAII WORLD SERVICE SUPPORT</b>	<b>\$9,170.00</b>	
	<b>TOTAL HAWAII WORLD SERVICE COMMITTEE BUDGET</b>	<b>\$24,342.00</b>	

2021 HAWSC PROJECTED INCOME AND RESERVES (8.17.2020)			
Carry over from HAWSC Checking	\$12,000.00	Based on average amount in account month to month	
Return of Spring & Fall Assembly Seed Money	\$700.00	This is returned to the Area after Assembly by hosting district if expenses are met (This is actual 2019 amt paid - \$0 paid in 2020)	
Group Contributions	\$7000.00	Based on last 3 year average	
District Contributions	\$2000.00	Based on last 3 year average	
7th Tradition (2 Area Meetings, 2 Assemblies)	\$1200.00	Based on past 3 year average	
Literature Center Contributions	\$1500.00	Based on past years	
<b>TOTAL PROJECTED INCOME</b>	<b>\$24400.00</b>	Carryover + Projected income	
<b>PROPOSED BUDGET FOR 2020</b>	<b>\$24,342.00</b>	From 1st page	
<b>DIFFERENCE</b>	<b>\$58.00</b>	Projected balance is greater than proposed expenses	
<b>2020 RESERVES (held in checking account)</b>			
Orientation Reserve	\$1000.00	Add \$1000.00 per year (2021, 2022, 2023) This will be balance at EOY 2021	\$3000 available for 2021 Orientation
SWRDM Reserve for Alt. Delegate	\$333.00	Add \$333.00 per year (2021, 2022, 2023) This will be balance at EOY 2021	\$999 available for 2021 SWRDM
TEAM Scholarship Reserve	\$2265.66	Total of all scholarship funds	
<b>TOTAL RESERVES</b>	<b>\$3598.66</b>	Included in carry over/checking account balance	

## **2020 HAWS FALL ASSEMBLY – ATTACHMENT #3**

### **COORDINATORS' REPORTS**

ARCHIVES – NONE  
LITERATURE/FORUM – BROOKE W  
PUBLIC OUTREACH – DANA RAE H  
WEBSITE – LORETTA A

### **DISTRICT REPRESENTATIVES' REPORTS**

WINDWARD – EILEEN P  
MAUI – MIRANDA G  
LEEWARD – NONE  
CENTRAL – AKEMI K-M  
KAUAI – DIANNA F  
WEST HAWAII – THERESA J  
EAST HAWAII – MAUREEN M AND BARBARA A

## **LITERATURE/FORUM COORDINATOR**

- Order forms have been updated with new HALC Mailing address
- New Bookmark "Just for tonight" is now available for sale
- The new version 2 service manuals are still available for sale.
- The Groups at Work are available for all meetings.
- The hard cover How Al-Anon works book will be discontinued. We will continue to carry the Soft cover.
- The new Intimacy book is available for sale.
- Hope and Understanding for parents and grandparents is also available
- Online order forms have been updated with the new literature and prices.

Hawaii Area Public Outreach Report  
Fall 2020 – Dana Rae H.

**Review of 2020**

Who Me? How can we do 12<sup>th</sup> step work during this difficult time?

I don't know about you but I have been really struggling with public outreach since the beginning of April. In my personal searching of 'who me' and 'how' this is the list I came up with. As always take what you like . . . .

- Newcomers at your temporary Electronic meetings - Share Newcomers link from WSO <https://signup.e2ma.net/signup/1917191/1799701/>
- Newcomers - Share WSO website address link <https://al-anon.org/>
- Like and Share Al-Anon posts on Facebook, Instagram, Twitter, LinkedIn  
(Not your personal membership - which would break your personal anonymity)
- Sign up for AFG Connects Announcements <https://signup.e2ma.net/signup/1855605/1799701/>
- Al-Anon Faces Alcoholism magazines (AFA) can't be left in lobbies right now, but can be left/shared with a professional or friend
- Reach out to TV and Radio stations with links to our PSA previews <https://al-anon.org/media-kit/public-service-announcements/>  
(The holidays are coming up and we know it can be a difficult time for families of problem drinkers)
- Get the NEW Al-Anon app for your mobile device and tell others about it <https://al-anon.org/for-members/members-resources/mobile-app/>

## Review of 2019

### WSO Updates

- 2018 Survey **Summary** available for PO purposes
- Al-Anon Faces Alcoholism available to order all year long rather than 2X yearly.
- 2019/20 PSA are available. The new campaign features two different scenarios (Champion/Christina & Challenger/Questions) that introduce Al-Anon Family Groups to the general public. Two different phone numbers to track which garners more reaction.
  - ✓ It only takes a few simple steps:
    - Request to speak with the person responsible for PSA programming and ask if they would like to help the families and friends of alcoholics in their audience.
    - Write down the contact's name and email address.
    - Submit a request to have the PSAs sent to the contact via email.

### Locally

- Outreach Island Newspapers 'If you think it's only Alcohol'
- Hawaii Public Outreach Business Card
- UHMC Maui Nursing Program Director Anne Scharnhorst
- Hawaii Independent Physicians Association <https://www.hawaiiipa.com/>

## Review of 2018

- Purchased 400 – 2019 AFA's for Area distribution
- Delivered Al-Anon and Alateen's Role in Family Recovery PO DVD (AV-31) for each District PO coordinator
- Updated 'closest' meeting flyer and followed up with tear-sheet tab for each islands AIS phone number

## Web Coordinator Report – October 16th, 2020

Please let us know:

*... about any WSO Calls you've been on:*

I have not been on any WSO calls.

*... about updates you've received from ecommunities:*

I have been able to participate in the AFG Connects Web Coordinator Forum and usually get updates on questions and concerns of web coordinators from around the US.

*... about activities you've just completed*

I have been able to add events to the website calendar, update electronic meeting schedules and post meeting changes, I have been able to provide technical support for new group communication in groups io, document formats, etc.

*... about upcoming activities for the Master Calendar*

If you have any events, district meetings, etc. happening, email them to me with the information and I will add it to the website calendar.

*... about challenges or problems you may be having*

None.

*... about any visits to other islands in service to your position*

I have not traveled to other islands because of COVID, but have been able to offer support to other islands as needed.

*... about any help or support you may need*

Please keep me updated if you notice any inaccuracies on the website. Email me meeting changes, especially online meetings/passwords and updated PDF meeting schedules, so I can keep the website as current as possible.

FALL 2020 Assembly Report  
Windward District Report

Windward District has 10 groups.

Attendance ranges from 3-19 per group. Some have increased participation from Al-Anon members as far away as New York.

Four of the groups have a GR.

Most of the groups are meeting by Zoom

Lunchtime Recovery resumed meetings at the church in July with a zoom component that was successful and then in August during the Shut down they returned to Zoom only

Keep It Simple Saturday met at Kailua Beach Park as a Hybrid meeting and had success holding the meeting with a zoom component

Only one group decided to stop meeting during the Covid19 pandemic and they have not started back up again.

7th tradition is either sent in via Venmo, Paypal or to our Windward District P.O. Box.

Alateen group currently has no one attending

District meetings are held monthly using Zoom

Windward District: Alternate District Representative position is open

Windward District: Outreach Coordinator position is open

Submitted by Eileen P, Windward District Representative

DR Report – Maui  
Miranda G.

What an eventful year! Even though we've had to change our way of seeing each other and doing pretty much anything, I'm proud of my district and the forthright way of getting things done.

We started our year by having a Lois' Birthday Event, where we had two Alateen speakers, an AA speaker, and of course an Al-Anon speaker. We had a giant birthday cake, with presents for all attendees, and even a birthday song. It was very well attended and little did we know, would be the last time we would be seeing each other in that kind of environment, so far anyways.

Soon after, our DR had to step down, and as Alt DR, I stood for the position, also opening up another Alt DR, & Secretary position. Thanks to Sandy and Jo-Anne, we filled those at the same time!

Very shortly after that, the time for a big change came. We created our own Zoom account for most meetings on Maui, or the meetings created one for themselves, and we saw very little time distracted from meeting in person to online. We created a Zoom Account Coordinator position, who helped create trainings and be our go-to for any questions or concerns that may arise. Our Coordinator with help, also helped create a new list of all meetings so we could keep the Area site and our AIS Coordinator updated on all meetings.

We've continued to have monthly district meetings, and all meetings have continued, including on Molokai! Two meetings tried to meet back in person doing a hybrid format, but neither have had a lot of success in this yet. We've had ongoing conversations on how to handle 7<sup>th</sup> tradition, and it's still a work in progress. Thanks to Area and Zoom, we've been given an opportunity to continue to be in events, be of service, and "see" each other. We will be holding our district elections in November and looking forward to what more the future holds for us to learn and grow from.

Let us know:

... about the strength of the groups in your district -

We decided 9 groups out of 10 Central AFG move into ZOOM format at the District meeting on March 24. District also decided to pay the cost until the end of 2020 tentatively. We have a wonderful ZOOM coordinator who originally set up meetings, troubleshoot any meetings anytime, conduct workshops. As of today, the only AFG who decided not to go with ZOOM is talking about possibly starting ZOOM due to prolonged unavailability of face to face meeting at their church.

... about new or closing groups -none

... about any issues or problems your groups are dealing with (solved) – One AFG decided to not to allow one member to attend future meetings. This concluded after vigorous back and forth group conscience talks, texts, and emails with many members involved using Al-Anon's KBDM. Good example of Concept Four: Participation is the key to harmony.

... about Alateen – We don't have an Alateen coordinator or Alateen groups at this time.

... about events that have already happened - N/A

... about upcoming events (fundraisers, ice cream socials, potlucks, anniversary celebrations, speaker meetings, a Day in Al-Anon) so we can put them on the calendar – Central District meeting dates of 2020 >> 09/22 and 11/24 both on zoom. Central Host Spring Assembly 2021 >> 06/26~06/27/2021

... about public outreach efforts coming up – No event planned. Public Outreach coordinator actively reach out to new comers upon meeting at the zoom meetings.

... how we can support you if it's your turn to host the Assembly – not known yet

... anything else you'd like us to know – We have strong District Committee members and we participate in both conversations and actions.

Akemi K.

Central District Representative, Panel 58

## **Kauai District Report for Fall Assembly 2020**

...About the strengths of the groups in the district:

There are currently seven active meetings on Kaua'i. Two of them have regular attendance of at least 12 people per meeting as well as healthy and thriving. The Thursday morning meeting in Poipu has decided to begin meeting again in person. That only recently began and no report on how that is going is available yet. Of the seven groups four have Grs. The other groups are not interested in having a group representative by the group themselves and the others do not have anyone interested in the position. The Intimacy In Alcoholic Relationships book study has completed that book and has decided to discuss the When I Got Busy I Got Better booklet.

...About new or closing groups:

The Monday evening meeting has still not met in person yet and have elected to not meet on Zoom. Wednesday Zoom meeting has discussed meeting on Zoom indefinitely.

...About Alateen:

There are currently no Alateen groups meeting and not any interest in getting anything started at this time.

...About events that have already happened:

In September a fellowship speaker meeting was held with speakers from Kauai AA, California Al anon and Tom Coffey from WSO.

To help get literature out to those who are wanting to buy there have been two book sales in the last several months with no contact payment and pick up. Sales continue to be ongoing.

Elections for the District were held at the Oct. 10<sup>th</sup> meeting with the following results

District Representative:	Eugene G
Alternate DR:	Howard W
Secretary:	Open
Treasurer:	Dianna F
Coordinators	
Public Outreach:	Sandy T
Newsletter:	Margie B
Archives:	Open
Alateen:	Open

...About upcoming events:

The next district meeting to elect officers for next panel will be held on October 10<sup>th</sup> at 11am via Zoom.

...About public outreach efforts coming up:

There are currently no public outreach events. There is a committee formed to address how to attract new members and disseminate information about Alanon/Alateen during Covid and with so many meetings online.

...Anything else you'd like us to know:

There is no additional information to share at this time.

Respectfully submitted by Dianna Faidley, Kaua'i District Representative

October 5, 2020

Updated: October 26, 2020

**Subject** West Hawaii District Report for Fall 2020 Assembly  
**From** West Hawaii District Rep. <westhawaii.dr@outlook.com>

## West Hawaii District Report for Fall 2020

Let us know about the strength of your District;

All of our District groups listed on the Where To Find A Meeting web-page continue to meet by video conference call. One group is hybrid. Our District has switched from Zoom to our District's phone service RingCentral. RingCentral video call service looks and works very similarly to Zoom. About half of the District groups continue to attend District Meetings. All District members continue to provide dedicated, excellent service support when service opportunities beyond their service position arise. Currently we have a Steering Committee planning the first ever on-line Fall Assembly. Save the Dates: Oct. 24th & 25th 2020.

When WSO requested financial support our District groups reviewed their financial standing and sent in what splits they may have had available. Groups were asked to review with their members the personal as well as group level opportunity to support the WSO. This included mentioning how purchasing literature can help the WSO.

About filled/open service positions;

Our member Sophie H. has stepped into the Alternate DR position and is Acting District Secretary.

Sept. 19th our District will hold Officer and Coordinator Elections.

### Regarding In-person Meeting Area Availability

Our District checked in with a few of it's in-person meeting areas for availability for when if groups wanted to meet in-person.

The Community Health Center sites are unavailable because they are being used as Covid-19 testing sites. The Community Health Center Liaison said we would be contacted once the rooms including any pavilion areas are available again.

One church has re-opened its rooms and pavilion to those groups that met there prior to Covid-19. Furthermore they are checking into offering wifi for groups wanting to hold hybrid-type meetings.

Our newest group, Baby Steps is holding a hybrid-type meeting at the covered, open air site where they met before Covid-19. At their hybrid-type meeting some members have returned to the site, meeting face to face while other members

members have returned to the site, meeting face-to-face while other members join the meeting by RingCentral on a tablet or laptop belonging to one face-to-face member who is present.

About any issues/problems you're dealing with in your District;

One additional group of three members have disbanded: Monday Al-anon For Those Who Love Alcoholics.

Regarding the Newcomer

Information regarding asking PSAs be provided in the community and mention of the new Mobil app. was offered to groups by the District. Video conference call newcomers are offered to provide their contact information in the chat room if they'd like a group member to contact them after the meeting to answer any questions they may have. Newcomers are also offered information on how to access pamphlets and conference approved literature.

About your District Inventory if you've taken one recently.

A point mentioned in last Spring's Report regarding our District Inventory; groups are asked to submit a written report before each District Meeting. Result; two to three groups are participating, up from one to two.

How can the Area support the West Hawaii District?

Support service opportunities associated with the first ever on-line Fall Assembly and attend this Fall Assembly Oct. 24th & 25th 2020 :)

Please welcome our new Officers and Coordinators and to the extent available and able be excellent working team members through this, our next upcoming Panel.

Anything else West Hawaii would like the Area to know?

Please continue to have Groups reach out to those members at high risk of contracting COVID 19.

Ok that concludes West Hawaii's DR Report for Fall 2020 Assembly.

(9/30/20)

## EAST HAWAII DISTRICT REPRESENTATIVE REPORT

Submitted by Maureen M. & Barbara A., Co-DRs

*... about the strength of the groups in your district*

\* East Hawaii currently has a total of 6 Al-Anon Family Groups (AFG) with ALL of them now meeting via either Zoom or RingCentral Meetings. The principle of autonomy is practiced with adaptation to the online meeting format, keeping in mind the needs of *each unique group*.

\* A Group Online Coordinator position was suggested to be Host and spearhead online safety with ongoing suggestions for PARTICIPANTS to protect their anonymity with the RENAME option. One group added a new service Group Chat Box position – which includes posting the 7<sup>th</sup> Tradition and links for newcomers during the meeting and perhaps help limit Private sidebar Chat conversations.

\* Links of Service remain strong. Even when groups had chosen to remain suspended for a while, their Group Representatives (GRs) continued to attend and participate in our District Meetings. Their group members remained updated, allowing them to contribute after the WSO Treasurer's Appeal Letter was shared. In this way, we were able share Al-Anon Guidelines and elect a new District Representative (DR) for the new 2021-2023 Panel!!!!

\* Online meetings have increased attendance with “visitors that we have met along the road” who can now join regularly from a distance. Shares seem to have gotten even deeper and more heartfelt. Phone meetings are being attended also.

*... about new or closing groups*

None.

*... about any issues or problems your groups are dealing with*

\*Online Participants sometimes forget that they have a CHOICE to (1) create a boundary between their private email address, full name, phone number and a ***totally open worldwide web presence***. IF necessary and desired, creating a new email address without last name, workplace, or profession information is a suggested option. Another option to (2) suggest a *confidential* “Roster” collected for use by the GR or Group Secretary with emails sent “bcc” (blind carbon copy) without the email addresses seen by all and to (3) share a separate member “Contact List” which can be used as a tool in recovery with people whose names appear on this list are those who have *offered* to listen to other members and share their experience, strength, and hope -- not advice.

*... about Alateen*

\*Three members are interested in taking the Al-Anon Member Involved in Alateen Service (AMIAS) training towards becoming an Alateen Coordinator and/or Alateen sponsors.

*... about events that have already happened*

\*No recent events have happened.

\*The district is in discussion about an online Holiday Party in December.

*... about upcoming events (fundraisers, ice cream socials, potlucks, anniversary celebrations, speaker meetings, a Day in Al-Anon) so we can put them on the calendar*

\*We look forward to the new online platform for 2020 Hawaii Area World Service Fall Assembly.

*... about public outreach efforts coming up*

\*GRs distributed via email URL (link) to Area website (<http://al-anonhawaii.org/meeting-schedules/>) and WSO website to forward for their outreach efforts about more digital and phone meetings.

*... how we can support you if it's your turn to host the Assembly*

\*Not applicable.

*... anything else you'd like us to know*

\*The service experiment of co-DRs, with Maureen and Barbara, has become experience, strength, and HOPE that thrives in teamwork, transparency, and communication without double-headed unmanageability. ☺☺

**2020 HAWS FALL ASSEMBLY – ATTACHMENT #4**

**ASSEMBLY ETIQUETTE**

## **2020 HAWS FALL ASSEMBLY - ATTACHMENT #4**

### **ASSEMBLY ETIQUETTE**

Slide #1: Two minutes at the microphone and one time per topic.

Slide #2: Start and stop on time.

Slide #3: No side chats or conversation which would be private chats on Zoom or texting while we are actively meeting. This would be fine during breaks and lunch.

Slide #4: Refrain from using a cellphone and keep it turned off unless using it for Zoom or VoxVoting.

Slide #5: No outside distractions such as eating, exercise, etc. Refrain from excessive motion including anything in the background like a ceiling fan. Turn off the video and microphone when moving around or eating (exception is a group lunch). Consider bright lighting in the background. Mute the microphone when not speaking. Appropriate attire is recommended.

Slide #6: No clapping, booing, or cheering for an opinion. The use of the reaction screen with clapping hands or thumbs up for a great presentation or speech is encouraged. Clapping on screen while muted is okay.

Slide #7: Do not ask the same question or make the same statement if it has already been made. Or if someone before you says what you were going to say.

Slide #8: Stay on topic.

Slide #9: Stick to the agenda.

Slide #10: Be courteous, presume goodwill and be polite.

Slide #11-Questions or comments? Use a Q in the chat box for a general question. Use a T in the chat box for a technical question. Use an A addressed directly to Karin O for an Ask-It-Basket question. Use a C in the chat box for a comment. Save announcements or sharing until the appropriate time and called on by the Chairperson.

Slide #12: Don't forget your self care. Wear fragrant perfume, burn candles and have flowers in your space all you want. Maybe keep a glass of water or hot tea by your side. Do a little stretching to take care of yourself.

Slide #13: Use a headset for privacy, keep the screen private from others in your vicinity so shares and faces remain within the fellowship to uphold our tradition of anonymity.

**2020 HAWS FALL ASSEMBLY – ATTACHMENT #5**

**ASK-IT-BASKET**

Aloha All,

We had two ask it basket questions. Below is the answer to question #1 and Question #2 requested more info regarding area service positions. Although I had shared links to WSO service position info sheets during the assembly, the Hawaii area information is more clear and accurate for Hawaii area, so those are attached to this email.

Mahalo for the questions and for responding to the evaluation survey.

Yours in service,

Karin O

Alternate Delegate Panel #58

#### Ask-it Basket Question Fall 2020

Crosstalk - How do groups in our Area define it and handle it?

I'm so thrilled to see this question, as I've been waiting for years for someone to ask it.

Isn't it interesting that there is no official Al-Anon definition or process for 'handling it' in the Groups at Work or in the Service Manual or on the WSO Al-Anon website concerning the term 'crosstalk'?

There is one piece of literature, however, an article written in the Forum in September 2007, where the topic is discussed and that article is called, "Al-Anon Before Crosstalk."

Historically, the term 'crosstalk' (along with other non-Al-Anon terms such as codependent, dysfunctional, and qualifier) made its way into the rooms of Al-Anon when new therapy books rose to the top of the bestseller list in the 1980s. None of those terms is in our conference approved literature in Al-Anon, yet we hear them almost weekly in our meetings.

One of my favorite things about Al-Anon is that it's an organization that does not rely on labels to simplify how we see the symptoms of the family disease of alcoholism in relatives and friends. Instead, it allows us the freedom to perceive each human being, each new day, sharpening our observation skills to be able to accurately describe what we're experiencing as a symptom of the chronic disease of alcoholism they're suffering from, rather than merely labeling them (or myself) as dysfunctional, codependent, or a qualifier.

When I first got into the program in the 70's, topic discussion meetings were chaired by one person who set a topic and then called on other

members to share. After each person spoke, the chair had the opportunity to thank them specifically for what they added to the conversation. No advice was given; it was just a warm, loving interchange between two members. At the end of the meeting, the chair would often say to the group, "Thank you for 12th stepping me," and the sharing part of the meeting was over.

This loving interchange gave members the opportunity to immediately offer a word of support, condolences, appreciation, or congratulations without the underlying concern that some unknowing member would suddenly speak out, "That's crosstalk!" as sometimes happens today.

Attached is the Forum article from September 2007 and a suggested reading out of Hope for Today. Perhaps your groups can take a look and re-examine how your group wishes to address what outside the rooms of Al-Anon is called 'crosstalk.' Within the rooms of Al-Anon, we practice loving interchange.

Thanks for asking the question.

Warmly, Penni  
Hawaii Area Chair  
Panel 58

## Crosstalk

(From an on-line Al-Anon chat room years ago. I copied it and have kept it in my personal files since then. Warmly, Penni)

I am clearing out old e-mail's and found the following regarding crosstalk in 2009. Since Crosstalk was just mentioned at the Assembly, I thought it might give you some history and information in case it comes up for a discussion in your Groups, Districts or other. Please feel free to share it with GR's and other Al-Anon members as you would like. (just remove any names or personal identification)  
The entire e-mail follows:

I am on an on-line network of Al-Anon members and the current discussion is about "Crosstalk". How did the term start? Why? Who? Where? etc. As many of you have heard this word, discussion, and the "No Crosstalk" thinking and statement started creeping into our meetings in the mid to late 80's. Some meetings have dropped the statement because it is not inviting, not compassionate and does not allow for good discussion, especially with new comers. Many of us have struggled between the "No Crosstalk" and "loving interchange" thinking, especially since the article appeared in the Forum several years ago about where did the compassion go.

As reported several years ago, the Conference discussed this and we sort of agreed/had an understanding, that it is not an Al-Anon term, but one that kind of started with therapy groups. The 'No Crosstalk' statement was developed by someone somewhere and just sort of took on its own life. Personally, I have often struggled with the harsh wording and often wondered what the Newcomer really thought as it was being read. Getting rid of the reading/statement was not difficult for me personally. I am not saying this is right or wrong, it is just my personal thinking.

That all said, I wanted to pass on to you what one member shared that her group does. Additionally, I have included the article from the Forum. Once again, I don't have to look outside of Al-Anon for our answers, our literature contains answers for me. They read this statement from the Hope for Today book, page 225.

"During meetings we take turns sharing, giving everyone a chance to speak, and thanking one another for doing so. We refrain from advising, criticizing, arguing, or judging. We let one another's words hover in the meeting room without contest, waiting for whoever needs them to absorb them. We give each other time to learn difficult lessons. We respect one another and thus ourselves."

It seems a lot more inviting and responsive to the atmosphere of welcoming newcomers.

Additionally, for those of you that missed the article on Loving Interchange in the Forum, here it is...

### AL-ANON BEFORE "CROSSTALK" by Mary Ann K., Director of Member Services

When I came to Al-Anon, the term "crosstalk" was not discussed at a group conscience, group inventory, or business meeting. In fact, the term didn't even exist in Al-Anon. The group did discuss avoiding discussion of religion, gossip, and dominance—the "Three Obstacles to Success in Al-Anon" found on page 36 in the pamphlet, Alcoholism, the Family Disease (P-4).

When I joined Al-Anon, I had dark hair. Today it is gray and I am comfortable that way.

I'm disclosing this colorful fact about myself to give a more graphic picture of who I am—externally as well as internally. Back in the days of my dark hair, I saw the world in black and white. It was reflected through my own conscience, the way I took my personal inventory, and how I sized up others. I found gray areas too uncomfortable. I even chose teaching science as a career because I thought in terms of absolutes—things were either right or wrong. School subjects in which I had to reveal my own thoughts about characters or events were just too vague and uncertain.

With this kind of thinking, it's easy to see why I found the first sentence of Tradition Two very confusing—"For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience." How could I make the group's conscience conform to my conscience? Over time I realized that I was asking the wrong question. While I still believe that conscience is the ultimate guide, experience led me to develop a clearer understanding of the "group conscience." Today I know that an informed group conscience takes place when I am willing to work with my group to gather information, discuss all sides of an issue, listen respectfully to those I do not agree with, and let my Higher Power guide me. That awareness and willingness didn't come easily or without making my share of mistakes along the way.

My home group had at least eight core members and many visitors from other groups. The group always encouraged everyone to share something. The "loving interchange of help among members" mentioned in our "Suggested AI-Anon/Alateen Welcome" was easy to recognize. The meetings were an informal discussion where members always felt free to share their personal experience on specific situations. Although members did not give advice or tell each other what to do, they did respond to each other with care and concern.

Every so often, three visitors who were friends came to the meeting together. I dreaded seeing them because I knew they would have a comment for everyone who shared. Because of their constant remarks, the meeting would end without some members having any opportunity to speak. Nothing these visitors said was wrong—they just seemed compelled to respond to each person. A friend of mine and I dubbed them "the archangels." I am ashamed to say I did nothing about it except to name them and roll my eyes as they arrived. Today we would probably call their behavior "crosstalk." Years passed and meetings got bigger, which meant less time for everyone to share.

As more members achieved longtime experience, the regular members, including myself, soon began acting like "the archangels," responding to each person. Chairpersons were having more difficulty leading the meetings. The question of dominance was never addressed at group inventory meetings because we were all participating in it. We often spent more time congratulating each other on having such a great group than on addressing the group's problems. Soon the positive "loving interchange" of my early days at meetings had crossed the line and become the negative behavior labeled by some as "crosstalk."

By the time I came to work at the World Service Office, I could see that most of my experience at AI-Anon meetings was BC—Before Crosstalk. Members wrote about the measures being taken to correct the crosstalk situation. Some of these measures seemed to me to be rigid and unbending. A "no crosstalk" format became popular at many meetings. A member returning from this type of meeting wrote the following: "As I drove home, I was furious. There were people in that room who were hurting, really hurting. We were not allowed to help them. The only comment made was, 'I hope you all have Sponsors.'"

This wasn't always my experience. I remember feeling relieved at meetings like the one described above. With the "no crosstalk" format, I didn't feel responsible for saying something to a member in pain. I could concentrate on my growth and collect my thoughts for my turn to speak. Was I being self-centered, not giving back the hope given to me in the loving interchange of my early days?

I found some answers by going back to the "Suggested AI-Anon/Alateen Welcome." It states, "The loving interchange of help among members and daily reading of AI-Anon/Alateen literature thus make us ready to receive the priceless gift of serenity." It

doesn't say that the loving interchange among members has to take place at meetings. When I thought back to my early days, I realized much of the loving interchange took place while setting up chairs, cleaning up after the meeting, and talking on the phone. My first Al-Anon telephone call was initiated by a longtime member. Looking back, I am grateful someone in the group didn't just give me a list and suggest I call a name.

It takes time and discipline to build a relationship with a newcomer. Talking and listening one-on-one were the real catalysts that allowed me to make changes. Why did I begin to think that for other members it could all happen at meetings? Did I think saying a few words to the troubled newcomer during the meeting was all I had to do to continue working Step Twelve? Was I avoiding calls to newcomers who were in pain? Did I still have the desire to really listen to them?

It amazes me that members are still saying to the World Service Office, "Tell us what to do about crosstalk at meetings." Perhaps they can find their answers in the "Suggested Al-Anon/Alateen Closing." That's where I found mine. It states, "Talk to each other, reason things out with someone else, but let there be no gossip or criticism of one another." The pioneer members had it right. Talking with each other—conducting a loving interchange—is what forming a group conscience is about. The "Three Obstacles to Success in Al-Anon" let us know what to avoid when we talk to each other—discussion of religion, gossip, and dominance.

There are times that the obstacles appear in the form of crosstalk. There are times when the loving interchange of members appears in the form of crosstalk. Could it be that, like beauty, crosstalk is in the eye of the beholder? Could it be that there are gray areas in Al-Anon?

When the black-and-white thinking of my early Al-Anon days changed so I could recognize the value of gray, I began to be part of the group conscience. If I trust that the group will generate a wise decision so all who attend will receive the help they need, I can let go of whether the members vote yes or no for crosstalk. After all, the group can change its decision if in time the members find it is not helpful. Isn't that the real beauty of Al-Anon?

# Hawaii Area World Service Committee

## Job Descriptions

O8/09/2011  
Updated 05/28/2015

*This is a working document intended as a one-stop resource for general information. The Area Policies and Procedures and Al-Anon Alateen Service Manual take precedence.*

### 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. 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 Al-Anon worldwide. The delegate is the bridge of understanding that links the groups in the Area with world Al-Anon/Alateen to help them continue to function in unity. The delegate is the servant of Al-Anon as a whole.

#### **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;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Make PowerPoint presentations;
- Ability to research and use internet capability;
- Video conferencing (i.e. Skype);

- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat.

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

- 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;
- 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:**

- 2014-2017 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.afghawaii.org](http://www.afghawaii.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;
- 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.

### **PROCESS USED: (if not already addressed in the specific guidelines above)**

- Email for routine contact and reminders.
- Use conference call 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 the yahoo group and send out reminders.
- Ask Coordinators and other members of the area to share leadership with you when doing your delegates 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. This is for the new delegates in the region, the program and site chairmen 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 Chairman and Officers and share ideas. You don't have to do this alone.

### **WORLD SERVICE CONFERENCE**

- 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. Bring some pre-paid USPS flat-rate boxes with you to ship them back home.
- 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.
- Get to the WSC a day or two early if you can so that you're fresh when it starts.
- Don't be afraid. Say yes to leadership opportunities.

## **Alternate Delegate**

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

The Alternate Delegate is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3-year term. The Alternative Delegate is able and willing to fulfill the Delegate's job if he/she is unable in addition to the job description below.

### **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;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Make PowerPoint presentations;
- Create handout for Ask-It Basket questions and Assembly evaluations at Assemblies;
- Coordinate the logistics for each Assembly with the hosting district;
- Work with a hosting district to secure an Assembly site one year before their scheduled rotation;
- Is authorized to sign contracts on behalf of the Area relating to Assemblies;

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

- Attend all Area Committee meetings, which are held twice yearly in each year of the panel, traditionally for eight hours on a Saturday, as well as the Area Committee Orientation, which is held for two days at the beginning of 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 conference calls to handle Area affairs between Assemblies; (conference call technology)
- Attend the Southwest Regional Delegates Meeting during the first year of the new panel;
- Serve as liaison to the Area Committee for various AI-Anon Area events; (State Convention, Big Island Bash, Mauiifest)
- Host the new GR orientation session at each assembly.
- Prepares for handout for the Ask Basket questions and arranges for members of the committee to answer the questions.
- Prepares Assembly evaluation forms along with input from the committee. Hosting District compiles results and reports at the next committee meeting.

## **REFERENCES:**

- 2014-2017 AI-Anon Service Manual (Pages 134, 151-152, 161-162) (available at [www.al-anon.alateen.org](http://www.al-anon.alateen.org));
- Hawaii Area World Service Policies and Procedures (Page 1-2, Officers) (Hosting Assembly Guidelines, Hosting Addendum, Assembly Flyer needs) available on yahoo group HAWS 55)
- 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;
- Provide Archival Assembly Book, information and guidance to the hosting District;
- Do a site inspection as early as possible to insure that the facility can meet our requirements;
- Review and sign the contract for the selected site one year (1) in advance;
- Prepare the flyer, or if it is to be prepared by the hosting District, review the information for appearance, accuracy and completeness;
- Coordinate communications between Districts;
- Coordinate assembly activities with the Chairperson: arrange for Coordinators tables,, area sound system, screen, technical and visual equipment, room setup, etc.
- Arrange Concept Workshop with the next Hosting District;
- Plan and provide assembly orientation for GR's attending Assembly for the first time; (&/or workshop)
- Arrange for Area committee meeting site and communicate with treasurer for payment;
- Provide water, coffee, tea, etc. and paper products for committee meeting; If AD lives off island, ask for help with paper products and HAWSC members transportation from airport to committee meeting.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee meetings and Assemblies. <sup>vote.</sup>

## **PROCESS USED (if not already addressed in the specific guidelines):**

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

- • Create and regularly maintain Master Calendar. Post to HAWS e-group.
- • Serve as Administrator (Along with Chairperson) to keep e-group files in order for speedy retrieval for members.
- • Confirm HAWSC meetings well in advance, (Minimum one year)
- • Check airfares for off island members, encourage them to book early as dates are set.
- • Don't be afraid to negotiate (bargain) with hotels. Tell them what we can afford (set by Area Budget}

## **Area Chairperson**

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

Chairperson is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3 year term. The Area Chair plans and conducts the area meetings and assemblies.

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

- 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 yahoo e-groups;
- Manage and maintain the HAWSC yahoo e-group site;
- Ability to research and use internet capability;
- Skype;
- Free conference calling;
- joinme.com;
- Chat.

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

- Attend all Area Committee meetings, which are held twice yearly, traditionally for eight hours on a Saturday, as well as the Area Committee Orientation, which is held for two days at the beginning of 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;
- Conduct periodic Area Committee conference calls to handle Area affairs 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):**

- 2014-2017 Service Manual (Pages 149-153; 158-159) (available at [www.al-anon.alateen.org](http://www.al-anon.alateen.org));
- Hawaii Policies and Procedures:
- Section IA (Chairperson);
- Sections II, III, IV (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html));
- Annual HAWSC budget.

**SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)**

- Communicate with members of the panel in between area meetings and assemblies
- Monthly calls/emails to all AWSC members (including past delegates)
- Contact Officers/Coordinators two (2) weeks prior to area meeting to discuss agenda

**PROCESS USED: (if not already addressed in the specific guidelines above)**

- Email for routine contact and reminders;
- Use Free Teleconference for group calls;
- Use joinme.com to share screen (documents) particularly helpful when working agenda.

**HELPFUL HINTS: (things you learned along the way that might be helpful)**

- Appoint a committee to handle transportation from and to airport for area and assembly meetings;
- Appoint a Sergeant-at-Arms to help keep meeting in order;
- Appoint someone to select and arrange for area meeting place;
- Have secretary post deadlines to the yahoo group and send out meeting reminders;
- Appoint someone to handle workshops.

## **Area Treasurer**

**GENERAL DESCRIPTION:**

The Area Treasurer is elected by the Group Representatives at the Fall Assembly to serve a 3-year term. The Treasurer handles all Area/Assembly collections and funds.

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

- Possession of, knowledge of and capability to use the Al-Anon Service Manual;
- Prepare Budget

- Balance check book
- 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 yahoo e-group;
- Make PowerPoint presentations
- Ability to research and use internet capability
- Video teleconferencing (i.e. Skype)
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Chat

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

- Heads the Area Budget committee, which meets once per year before the Area Committee meeting;
- Pay all Area Meeting and Assembly expenses, including reimbursements to Area Committee members;
- 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 Oahu, 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 pages, specific WSO guideline(s), local policy, etc.):**

- 2014-2017 Al-Anon Alateen Service Manual (Pages 159-160) (available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members));
- Hawaii World Service Area Policies and Procedures (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html));
- Section I (Officers - Treasurer);
- Section VII B (Budget Committee).

### **SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references):**

- Serve as head of the budget committee, which meets before the Fall Area Committee meeting to develop the Area budget for the following year;
- Send an appeal letter to the District Representatives for distribution to the groups at least once per year and possibly twice per year if the Area finances indicate that the Area needs the supplementary income;
- Twice per year, provide the Area and Assemblies with written financial reports, which may be published in the Area newsletter;

- Maintain records of Group Quarterly Splits;
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee meetings and Assemblies.

**PROCESS USED: (if not already addressed in the specific guidelines above):**

- Area Yahoo Group website;
- Use a spreadsheet program (currently using MS Excel) to track finances.

**HELPFUL HINTS: (things you learned along the way that might be helpful):**

- Reconcile bank accounts on a timely basis
- Remember to ask for help. When in doubt consult with an HAWSC Officer or the previous Treasurer.

## **Area Secretary and Group Records Coordinator**

**GENERAL DESCRIPTION:**

The Area Secretary is elected by the Group Representatives at the Fall Assembly to serve a 3-year term. The Area Secretary takes minutes at the Area Committee Meetings, which are held twice per year, and at the Area Assemblies, which are held twice per year, as well as at the Area Committee Orientation Meeting, which is held once in the first year of the term. In the Hawaii Area, the Area Secretary also serves as the Group Records Coordinator.

The Secretary posts the draft minutes to the Hawaii Area World Service Committee e-group and makes corrections/changes as submitted by Committee members. The Secretary then posts the corrected minutes to the e-group at least six weeks prior to the next Area Committee Meeting or Assembly.

As part of the Area Secretary's requirement to provide reports to *Island Serenity*, the Secretary provides copies of the Assembly ASK-IT BASKET questions and answers to the Newsletter Editor for inclusion in the next issue of *Island Serenity*.

The Secretary maintains a roster of all Area Committee members, including addresses, phone numbers and email addresses. The Secretary submits the roster to the World Service Office Group Records Manager, including updates or changes to the roster throughout the term, and posts it on the HAWSC e-group so that committee members can easily access it.

At Area Assemblies, the Secretary does roll call of all voting Group Representatives or Alternate Group Representatives, calculates the number of votes needed for substantial unanimity voting (if the Assembly chooses to use that method) and counts the number of votes on all matters that the Assembly puts to a vote.

In addition, in the Group Records Coordinator (GRC) role, the GRC assists DRs to keep their District groups' CMA (current mailing address) and the group's records current and receives updates from DRs. District Representatives (who have received group changes from their groups) submits them to the World Service Office database **online** (NOTE: This is the flow of information that WSO has requested). Annually, the DR's check the WSO records for their District and update the CRC. The GRC maintains a listing of all groups in the Area.

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

- Good organizational skills and attention to detail;
- Computer Literacy

- Ability to communicate via email;
- Ability to prepare documents in a widely used word processing program, spreadsheet / database program, presentation program;
- Ability to create Adobe Acrobat PDF documents for distribution to members and posting to the Area e-group;
- Ability to post documents to the HAWSC e-groups site;
- Ability to compile and update a database.
- Ability to research and use internet capability;
- Video teleconferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat.

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

- Participate in periodic WSO conference calls for Area Group Records Coordinators;
- 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:**

- 2014-2017 World Service Handbook (Page 159) (available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members))
- Group Records Coordinator (Al-Anon Guideline #G-36) (available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members))
- Hawaii Policies and Procedures (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html));
- Section IA (Secretary)
- Sections II, III, IV

### **SPECIFIC GUIDELINES:**

- Communicate with members of the panel as needed between area meetings and assemblies;
- Participate in monthly calls/emails to all AWSC members (including past delegates);
- Participate in Officers conference call two weeks prior to area meeting to discuss agenda;
- Participate in Officers' conference call two weeks prior to area assembly to finalize plans.
- Provide copies of the Assembly ASK-IT BASKET questions and answers to the Newsletter Editor for inclusion in the next issue of Island Serenity;
- Assist chair in keeping to time schedule if chair requests.

### **PROCESS USED:**

- Email for routine contact and reminders;
- Fax to receive GR-1 forms. Alternatively, can receive GR-1 forms via attachments to email [sender scans and attaches) or via U.S. Postal Service mail;
- Internet to access WSO Group Records database online;
- Posting to e-group.

## **HELPFUL HINTS:**

- Remember to ask for help! The first two items are ways I ask for help regarding every Area Committee meeting and Assembly:
- To assist in compiling the minutes, I request that those giving reports and/or workshops at Area Committee meetings and/or Area Assemblies email the pertinent documents to me for inclusion in the minutes. This increases accuracy of the minutes and decreases my stress levels.
- To assist me in doing roll call, I request the DR of the assembly-hosting district to email a copy of the Assembly registration database to me at least one day in advance of Assembly. I then sort the database by position so that I have a listing of GRs and Alternate GRs with which to do roll call.
- I maintain a separate notebook of Group Records instructions and information, including the log-in and password for the WSO database and e-communities. The Group Records Coordinator position entails a lot of information and having a handy reference has been very valuable. I also emailed pertinent Group Records information and stored it online in my yahoo email account, so I can reference it when I'm away from my primary residence. This has proven VERY handy and allowed me to submit Group Records changes at the Spring 2011 Assembly.
- I found it helpful to complete the minutes immediately after the meeting and post the minutes on the yahoo e-group within one week after the meeting. In that way, I had the best recall of the meeting and could do the most complete minutes.

## **AREA Alateen Coordinator/Process Person**

### **GENERAL DESCRIPTION:**

The Hawaii Area Alateen Coordinator also serves as the Area Alateen Process Person. The Area Alateen Coordinator/Process person is selected by the five elected officers (Delegate, Alternate Delegate, Chairperson, Treasurer, and Secretary) after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

The Hawaii Area Alateen Coordinator/Process Person:

- Must be a certified Al-Anon Member Involved In Alateen Service (AMIAS);
- Will encourage the formation and support of Alateen groups;
- Will educate members about Alateen safety requirements and encourage members to volunteers to be Al-Anon Member Involved in Alateen Service (AMIAS);
- Serves as process person for Hawaii Area (the main communication person between the Area and WSO for certifying AMIAS and registered groups).

### **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 (PowerPoint presentations used for training AMIAS);
- Communicate with AMIAS, Area and Districts;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Make PowerPoint presentations;
- Communicate with WSO;
- Participate in WSO conference calls for Alateen Coordinators/Process Persons;
- Participate in WSO Alateen Coordinator/Process Persons e-communities;
- Manage and maintain AMIAS and Alateen Group records.
- Ability to research and use internet capability
- Video conferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat.
- Participate in WSO conference calls for Alateen Coordinators/Process Persons;

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

- 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;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

### **REFERENCES:**

- Al-Anon Area Alateen Coordinator Guidelines (G-24);
- Other Al-Anon Guidelines with relevant information (G-5, G-16, G-19, G-34.);
- Alateen e-manual for members (coming soon on members website);
- Al-Anon Service Manual 2014-2017, Pages 65, 72, 87-90,131-132 (all of the above are available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members));
- Alateen e-communities (when selected, WSO will send password and key code);
- Hawaii policies and Procedures (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html));
- Section 1 A Coordinators;
- Section IV( Area Coordinators selection Procedure);
- Annual HAWSC Budget;

- Alateen Coordinator notebook.

### **SPECIFIC GUIDELINES (pertinent to the job, not already listed above):**

- Area Alateen Process Person (AAPP) Job Description;
- Area's designated contact with the WSO regarding Alateen Forms;
- Re-certify all Area Certified AMIAS each year;
- Verify certification of members serving Alateen for Alateen Conventions and other events with Alateen participation;
- Keep certification information confidential; safeguard personal information;
- Dispose of certification information properly (shred or burn).

### **Helpful Hints (things learned along the way that might be helpful):**

- Don't be afraid to ask for help;
- Alateen safety is the responsibility of the entire Area, not just the Coordinator;
- Encourage an annual review of the Area Alateen Requirements and processes;
- Find a service sponsor familiar with Alateen procedures.

## **Area Archives Coordinator**

### **GENERAL DESCRIPTION:**

The Area Archives Coordinator is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary) after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

- Attends Area Meetings and Assemblies;
- Participates in Teleconference Calls or other meetings as determined by the Area Chair.
- Appoints a committee, generally made up of an Archivist and long-time members whose objective is to collect and create an archival file of items that document and/or describe the history and activities of Al-Anon in Hawaii.
- Archives Coordinator conducts workshops by invitation and explains the importance preserving our Area Archives;
- Assists the Archivist and committee in locating and collecting missing archival material;
- Encourage Districts to have an archive position and to collect historical information and items. Examples would be flyers/programs of local events, group histories and individual histories;
- Coordinator will communicate with the Archivist and pass all applicable materials to the Archivist for preservation;
- When rotating out of office, help the incoming coordinator by sharing experience, records, information and other suggestions.

### **SKILLS NEEDED FOR POSITION:**

- Possession of, knowledge of and capability to use the AI-Anon Service Manual;
- An interest in the history of AI-Anon in Hawaii and a desire to learn how this history can be used to enlighten our membership;
- Access to a computer with internet connectivity and the ability to use e-mail and applicable software;
- Sufficient time available to fulfill the responsibilities of the position;
- Written and oral communication skills.
- Computer capable to:
  - Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
  - Create pdf documents for distribution to members and posting to yahoo e-group;
  - Make slide presentations.
- Ability to research and use internet capability:
  - Conference calling
  - Online meetings (Join.com, GotoMeeting, Webex, etc.)
  - Yahoo Groups (for document sharing and email list)

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

- 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 Service Conference telephone conference calls to handle the affairs of the area between Assemblies.

### **REFERENCES:**

- AI-Anon Guidelines: Area Archives (G-30)
- Hawaii Area World Service Policies and Procedures (Page 2, Coordinators);
- 2014-2017 AI-Anon Service Manual (Pages 65, 72, 131-132)
- Annual HAWSC Budget.

### **SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)**

- Communicate with members of the panel between area meetings and assemblies;
- Bring questions/issues raised by members, GRs, and DRs as needed to the attention of the Area Assembly and Area Service Conference.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee Meetings and Assemblies;

### **PROCESS USED: (if not already addressed in the specific guidelines above)**

- Email for routine contact and reminders;

- Use conference call 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)**

- Don't be afraid. Say yes to leadership opportunities;
- Consider appointing an archivist, who would , update, maintain and preserve the Area Archives and use the latest technology to pursue the Archives, prepare and display Archives at service functions (Area Assemblies, Roundups, and workshops by invitation) and write articles for the Area newsletter;
- Don't be afraid to stand for leadership opportunities.
- Ask for help when you need it.

## **Area Literature and *The Forum* Coordinator**

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

The Hawaii Area Literature Coordinator also serves as *The Forum* Coordinator.

The Area Literature/The Forum coordinator is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an AI-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

Groups, districts, information services/intergroups, and Newsletter Editors are encouraged to keep their Literature Coordinator informed about local activities involving CAL.

Each area's Literature Coordinator receives periodic updates on the Literature/ Forum e-community from the World Service Office (WSO), include newsletters, announcements, letters, and Conference call announcements and minutes. Pamphlets, new books, and other items may be mailed. This information then is relayed by the Literature Coordinator at assemblies and to District Representatives (DRs), information services/intergroups (AISs), literature distribution centers (LDCs), committees, and Newsletter Editors, who convey it to Group representatives (GRs) and individual members. Thus the Literature Coordinator becomes a "link of service" between the members, groups, and districts in their area and the WSO.

### **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 MS Word, MS Excel and/or MS PowerPoint or other office suite software;
  - Create pdf documents for distribution to members and posting to yahoo e-group;
  - Make PowerPoint presentations.
- Ability to research and use internet capability:
  - Conference calling
  - Online meetings (Join.com, GotoMeeting, Webex, etc.)
  - Yahoo Groups (for document sharing and email list);
  - Participate in WSO Literature Coordinator conference calls and e-communities.

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

- Participate in periodic WSO Literature or Forum Coordinator conference calls;
- 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;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

### **REFERENCES:**

- 2014-2017 Service Manual (Page 65, 72, 131-132);
- Al-Anon Guidelines: Area Literature Coordinators (G-06) (Both of the above can be found at <http://www.al-anon.alateen.org/members>);
- Hawaii Policies and Procedures
- Section I A-C and subsection Literature/Forum;
- Sections IV, V, VI.
- Annual HAWSC Budget.

### **SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)**

- Communicate with members of the panel between area meetings and assemblies;
- Bring questions/issues raised by members, GRs, and DRs as needed to the attention of the Area Assembly and Area Service Committee.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee Meetings and Assemblies;
- Answer questions regarding *The Forum* subscription and submission guidelines; refer to WSO when appropriate.

### **PROCESS USED: (if not already addressed in the specific guidelines above)**

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

- Do not just blandly promote *The Forum*. Share experience, strength and hope as to how this Conference Approved Literature (CAL) assists you personally;

- Meet with the DRs and GRs and ask what literature their groups use (or do not use) regularly and what general issues their group may be having. (i.e. use of non-CAL in meetings, lack of sponsors, etc);
- Provide suggestions on literature to use (references to service manual, CAL pamphlet, sponsorship pamphlet, etc);
- Provide information about new and available CAL;
- Don't be afraid. Say yes to leadership opportunities;
- Ask for help when you need it;
- Remember that encouraging use of CAL and The Forum is the responsibility of all AI-Anon members, not just the Literature/Forum coordinator.

## **Area Newsletter Coordinator**

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

The Hawaii Area Newsletter Coordinator, who serves as Editor of the Island Serenity, is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an AI-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

Groups, districts, area officers and coordinators support the newsletter by submitting articles for publication regularly and especially if a new process/program needs area-wide distribution.

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

- Possession of, knowledge of and capability to use the AI-Anon Alateen Service Manual;
- Writing and editing skills are helpful for this position;
- Computer capable to:
- Do page layout and design;
- Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Participate in WSO Newsletter Coordinator e-communities;
- Ability to research and use internet capability:
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Yahoo Groups (for document sharing and email list)

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

- 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:**

- 2014-2017 Al-Anon/ Alateen Service Manual (Pages 65, 72, 131-132);
- Al-Anon Guidelines: Area Newsletter (G-21) (Both of the above can be found at <http://www.al-anon.alateen.org/members>).
- Hawaii Area World Service Committee Policies and Procedures (Page 2, Coordinators) (available at [www.afghawaii.org](http://www.afghawaii.org));
- Annual HAWSC Budget.

### **HELPFUL HINTS: (things you learned along the way that might be helpful)**

- Send out reminders to the HAWSC members that you need submissions several weeks in advance of the publication date;
- Look for items of interest for inclusion in the newsletter, such as upcoming fundraisers, recaps of conventions or other Al-Anon events, new books or pamphlets that have been published, as well as materials from Al-Anon Area Highlights and the Forum. The more creative you are about what goes into the newsletter, the easier it will be to put out each issue;
- Find out what districts, groups, etc. are doing for public outreach projects and write an article about it;
- If you find that submissions are difficult to obtain, ask DRs to send you their meetings minutes and glean info for articles from them.

## **Area Public Outreach Coordinator**

### **General Description:**

The Area Public Outreach Coordinator is selected by the five newly elected officers, after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected. This position is a three year position, rotating at the same time as the rest of the area committee.

The Area Public Outreach Coordinator will encourage members to become involved in public outreach efforts to attract new members and inform the professional community about the Al-Anon and Alateen program.

The Public Outreach Coordinator will serve as a communication link between the WSO and our area.

### **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;
  - Create pdf documents for distribution to members and posting to yahoo e-groups
  - Make PowerPoint presentations;
- Ability to research and use internet capability:
  - Video teleconferencing (i.e. Skype);
  - Conference calling;
  - Online meetings (Join.com, GotoMeeting, Webex, etc.);
  - Chat;
- Participate in WSO conference calls for Public Outreach Coordinators;
- Participate in WSO Public Outreach Coordinators e-communities;

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

- 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;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

## **References (List Service Manual with specific pages; specific WSO guidelines, local policy, etc):**

- Al-Anon Guideline for Area Public Outreach Coordinator #G-38
- Al-Anon Guideline for Al-Anon/Alateen Public Outreach Service- Outreach to Professionals #G-29
- Al-Anon Guideline for Al-Anon/Alateen Public Outreach Service-Outreach to Institutions #G-9
- Al-Anon Guideline for Al-Anon/Alateen Public Outreach Service- Outreach to the Public/Media #G10
- Al-Anon Alateen Service Manual (2014-2017 edition) - Public outreach in the Community, page 50
- Al-Anon Alateen Service Manual (2014-2017 edition) - Public Relations, pages 109-115
- Al-Anon Alateen Service Manual (2014-2017 edition) - Public Outreach, pages 45,65, 72, 131-132; (All the above are available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members))
- Hawaii Policies and Procedures (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html));
- Annual HAWSC Budget.

## **Specific Guidelines: (pertinent to the job, not already listed above):**

- Participate in WSO conference calls, for Public Outreach Coordinators;
- Participate in WSO conference calls, for Public Outreach Coordinators
- Attend and participate in all Area committee meetings and Area Assemblies
- April is National Alcohol Awareness Month. During April, Colleges and institutions frequently hold health fairs and information booths in which we can be asked to participate. I have bought a variety of pamphlets to give away, and gotten at least one other person to staff the booth with me. Just plan ahead to purchase extra pamphlets ahead of time. Events may be held on Neighbor Islands in which Districts or groups could participate and report to the Area Public Outreach Coordinator.
- September is National Recovery Month. We have participated in the Oahu Recovery Walk and Dry Run, which is run by Hina Mauka; the contact person is Greg. We have a booth, and give out information, pamphlets and meeting schedules. Some members have wanted to do the walk, so I also send out registration information. Several months before the event, you can look up the event online, and you can request a table, online. Bring rocks to hold down the pamphlets, as it is normally breezy. Additional events may be held on Neighbor Islands in which Districts or groups could participate and report to the Area Public Outreach Coordinator.

## **Process used: (if not already addressed in the specific guidelines above):**

- Area Yahoo e-group site;

- WSO Public Outreach website.

### **Helpful Hints:**

- Keep close contact with outgoing Public Outreach Coordinator, and others who have held this position;
- Remember to ask for help. The goal is to not do all public outreach projects by yourself, but to encourage all members, groups and districts to do Public Outreach.
- Public outreach is the responsibility of all AI-Anon members not just the Public Outreach Coordinator.

## **Area Web Coordinator**

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

The Hawaii Area Webmaster is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an AI-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

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

- Possession of, knowledge of and capability to use the AI-Anon Alateen Service Manual;
- Knowledge of HTML and building websites;
- Computer capable to:
- Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Participate in E-communities;
- Ability to research and use internet capability:
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Yahoo Groups (for document sharing and email list);

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

- Attend two one-day Area Committee meetings per year plus one two-day Area Committee orientation held in the first year of the panel;
- Attend both days (a Saturday and Sunday) of the twice-annual Area Assembly. The Spring Assembly is traditionally held on Oahu and the Fall Assembly is traditionally held on a neighbor island;
- Participate in periodic Area Service Conference telephone conference calls to handle the affairs of the area between Assemblies.
- Regularly maintain and update pages and links on the Hawaii Area website.

### **REFERENCES:**

- 2014-2017 AI-Anon Alateen Service Manual (Pages 65, 72, 131-132);

- Al-Anon Guidelines: Guidelines for Area Web Sites (G-40) (Both of the above can be found at <http://www.al-anon.alateen.org/members>);
- Hawaii Area World Service Policies and Procedures;
- Hawaii Area Guideline for Establishing and Maintaining a List Server for Area Communication.
- Annual HAWSC budget.

### **HELPFUL HINTS: (things you learned along the way that might be helpful)**

- Map out ideas for the site before you start. How would you like the site to look? What info should it contain? How should that info be organized? The site was designed and implemented in 1997 or 1998, and while it served its purpose for many years, it is time for an update. Consider re-designing it to reflect current trends in web design.
- On a quarterly basis, email DRs through the HAWSC e-group for updates on meeting schedules. Ask them to send you a PDF of their district's schedule from which members' names and phone numbers have been deleted to maintain their anonymity. The schedules should, of course, include their district hotline/phone number.
- Consider having a public outreach section with updated members' sharings (the current ones, while still valid, have been posted since 2000). You can hold a workshop at an Assembly to get new materials. Simply make a sharing sheet and distribute it to participants, giving them 30 minutes or so to write something.
- It would be great to have a password protected "members only" section on the website. If you have the technical skill, go for it! If not, try to get an estimate for preparing that and report to Area.

## **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](http://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.

## **Alternate District Representative**

### **General Description**

The Alternate District Representative (Alt GR) 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)**

- • Possession of knowledge of and capability to use the AI-Anon Service Manual
- • Computer skills sufficient for:
  - a. Preparing documents in Word, Excel and/or Power Point
  - b. Accessing the Area e-group for documents to distribute to Grs in the DR's absence
- • Ability to research and use internet capabilities
  - a. video teleconferencing (i.e., Skype)
  - b. Conference calling
  - c . meetings (joinme.com; Go To Meeting.com; Webex, etc.)
- • Leadership and organizational ability

### **TRAVEL/TRAVEL 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 not available, which are held twice per year in each year of the panel, traditionally for eight hours on a Saturday.
4. If the DR is unavailable, 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 is 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 GR 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 2014-2017 (page 148, 157)

Al-Anon Guidelines for DR: #G-37 (Available at )

#### **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, contact members in between meetings 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.

## **Past Delegate**

#### **GENERAL DESCRIPTION:**

- Previously served as Area Delegate and attended World Service Conference;
- At own expense, can attend the Area Committee meetings with voice but no vote;
- Can attend the Area Assemblies.
- Serves as a historical voice at Area Committee Meetings and Assemblies
- Volunteers to serve on special committees.
- Volunteers to work on and present workshops at Assemblies;
- Attends Southwest Regional Delegates Meeting (SWRDM) as Past Delegate to help orient new Delegates (pays own expense to attend)
- Can serve as a member of the Policy Standing Committee and Budget Committee;
- Can be assigned to a Coordinator position to replace a vacancy.
- Continue to be active in the Area to pay back what the Area has invested during your term and share the knowledge you have gained while serving.

#### **SKILLS NEEDED FOR POSITION**

- Computer capable to:
- Prepare documents in Word, Excel and PowerPoint or other office suite software;

- Use email to contact other members of the HAWSC;
- Ability to research and use internet capabilities;
- Access e-communities for Present and Past Delegates;

## **REFERENCES**

- Hawaii Policies and Procedures
- Section 1, V-B
- Section 1, VII-A (available online at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html)).

## **HELPFUL HINTS**

- After your term as delegate ends, you will be a Past Delegate for life;
- You will continue to receive Conference Summaries from WSO;
- Become a member of DOL's (Delegates On Line) to stay connected with all past and present Delegates;
- WSO has developed an e-community and discussion board for present and past delegates;
- Member of Southwest Regional Delegates Meeting (SWRDM) as Past Delegate.

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