

# ALTERNATE DELEGATE'S JOB DESCRIPTION

Introduction: The elected officers of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The officers act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the prudent management of the Area. The officers accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Has served as a District Representative. Has thorough knowledge of and experience using Twelve Traditions, Twelve Concepts and current *Service Manual*. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Attends all SCWS Area Assembly and Committee meetings, and board and officer meetings, as called by Area Chairman. Able to understand, question and learn facts and figures from financial and other reports. Serves on any Area ThF or TF as requested by the Area Chairman. Attends Southwest Region Delegates' Meeting (SWRDM) annually. Selects and chairs Area SOS (Sharing of Service). Is Forum representative. Processes Ask-it-Basket (AIB) questions from Area meetings. Supports Area activities and events. Conducts GR and DR orientations at Area Meetings. Should have strong working relationship with and support other officers and DRs, and collaborate with them to resolve conflicts within the Area. In case of Delegate's absence, attends WSC (World Service Conference) and keeps those dates available annually. Automatically becomes Delegate for balance of Delegate's term if Delegate cannot complete the 3-year term (p. 151 of 2014-2017 *Service Manual* (SM)). See p. 161-163 of SM for other details.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Effective written, oral and electronic communication skills, time management, strong organizational skills. Proficient in using spreadsheet, word processing, and presentation software, accessing and navigating Web sites, downloading web documents, and using email with attachments. Strong sense of responsibility, able to prioritize, meet deadlines while managing high priority tasks and work independently or as a team member. Able to allot appropriate time to position and all it entails. Has thorough working knowledge of KBDM (Knowledge-Based Decision Making). Able to separate opinion from fact and to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience. Having served on the Area Board, while not required, provides useful perspective on current Area policies and procedures.
4. **ADDITIONAL SKILLS NEEDED** – Has critical and creative thinking, objectivity, flexibility, listening and analysis skills.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection. Participates in conference calls and online meetings.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Minimum of 8 – 10 hours per week.
7. **PREPARATION** – The Alternate Delegate must be prepared to become Delegate if Delegate is unable to complete the term – see Delegate's Job Description.
8. **TRAVEL** – Must be able to attend meetings in all parts of Area. Attends SWRDM annually, and one service event outside SCWS Area during 3-year term. Makes own travel arrangements, within budget guidelines.
9. **OTHER** – Alternate Delegate must be willing to support the group conscience of the Area, *Service Manual*, WSC or Board of Trustees' decisions even if not in personal agreement with the group conscience, and does so with the help of the Traditions and/or Concepts of Service.