

# Immediate Past 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** • Past District Representative • Delegate in previous 3-year term  
• Knowledge of Twelve Traditions, Twelve Concepts, Conference Charter and Warrantees • Knowledge of Al-Anon's policies and practices as presented in the current Service Manual • Familiar with Conference Structure and historical knowledge of Southern California World Service (SCWS) • Flexibility with ideas and generosity of time • Members of AA are not eligible to serve.
- 2. OFFICIAL DUTIES/RESPONSIBILITIES** • Chairperson of Bylaw Revision Standing Committee • Advisor/Mentor to Current Delegate and SCWS Board • Attends all SCWS Area Assembly and Committee meetings, and board and officer meetings, as called by Area Chairperson. • Is part of Alateen Work Group.  
• Serves on any Area ThF or TF as requested by Area Chairperson. • Serves on Alateen Resolution Committee.  
• Serves on Area Resolution Committee for Group and Member Concerns. • Attends regional meetings and events as a representative of SCWS • Attends Southwest Regional Delegates' Meeting (SWRDM) during 3-year term at Area expense (After that, full cost is borne by the past delegates) • Attends an additional service event outside of the Area once during 3-year term • Participates in and give a report at above-listed Area meetings.
- 3. BASIC SKILLS/PERSONAL QUALITIES/EXPERIENCE NEEDED** • Same as Delegate
- 4. ADDITIONAL SKILLS NEEDED** • Same as Delegate
- 5. EQUIPMENT/ TECHNOLOGY NEEDED** • Computer, printer, Internet connection. • Knowledge of, use of word processing, spreadsheet, presentation, etc. software • Email account that does not reflect one's business, personal beliefs, etc. • Download email attachments • Participate in conference calls and online meetings.
- 6. REALISTIC TIME COMMITMENT OF THIS POSITION** • Eight to ten hours per week, because of: • Telephone calls • Research • Writing • Participation in Thought Forces/Task Forces • Speaking and making presentations at districts or workshops • Special projects • Attendance at Area meetings.
- 7. PREPARATION** • Required before each Area meeting and workshop • Written reports and educational materials. • May be involved in preparation of Thought/Task Force presentations.
- 8. TRAVEL** • Some travel throughout entire Area • Travel to service events. • Mileage is reimbursed to and from home • Airfare and lodging with established per diem is covered for attending service events.
- 9. OTHER** • Flexibility, generosity with time, patience, ability to speak up when necessary, support group conscience once decision is made, avoid sharing personal opinions.