

## Southern California World Service (SCWS) Assembly Information

**Location:** Glendale First United Methodist Church, 134 N. Kenwood St. Glendale, CA. Parking is available in the church parking lot, and in the Glendale Unified School District lot across the street (the corner of Wilson and Kenwood). *There's a 2-hour limit on street parking.*

**Time:** The New Group Representative (GR) orientation begins at 8:00am, with the main Assembly starting promptly at 9:00am and concluding at 4:00pm. There is a one-hour lunch break. It is each GRs responsibility to attend the entire Assembly, when possible. (\*Assembly Info. is on SCWS web home page)

### What is an "Assembly"?

The **Assembly** meets twice per year, on the third Saturday of May and November. It is one of three SCWS Area Service meetings. The other two are:

- **Board** meetings (attended by Area Officers and Area Coordinators) and
- **Area World Service Committee** meetings (AWSC: attended by members of the Area Board, District Representatives, AI-Anon Information Service Liaisons, Chairpersons of Area- recognized Conventions, and Past Delegates).

*AI-Anon/Alateen Service Manual 2018-2021:* "The Area Assembly is the business meeting where the groups send their representatives to express a voice and vote on behalf of the group" (p. 68). "The purpose of the Assembly is to assure adequate interchange of information and ideas about service activities, not only in the immediate Area, but where worldwide AI-Anon is concerned" (p.156)

### Who are the Assembly Members?

- Group Representatives (GRs)
- District Representatives (DRs)
- Five elected Area Officers (Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer)
- 16 Area Coordinators (See SCWS website, [scws-al-anon.org](http://scws-al-anon.org), -*Who We Are*- for the complete list) AI-Anon Information Service (AIS) Liaisons and Chairpersons for Area-recognized Conventions.
- Past Delegates

**All Members of the Assembly have a "voice"** (are allowed to speak at the microphone). **Only registered GRs** (or their registered Alternate in their absence) **are eligible to vote.**

(NOTE: AI-Anon members are welcome to attend the Assembly. However, members-at-large are not considered "Members" of the Assembly, thereby they do not have "voice" or "vote." )

### The SCWS Assembly follows the World Service Conference Etiquette for sharing at the mic.

- Two minutes at the microphone for questions or comments.
- If someone before you said the same question/comment, please sit down.
- One turn at the mic during the same topic period.

### ✓ Checklist: Preparing for the Assembly

- ✓ Read the Minutes from the previous Assembly. Minutes are available on our \*SCWS website, [scws-al-anon.org](http://scws-al-anon.org). Link for documents to read before Assembly is on the home page.
- ✓ Check the home page Assembly link regarding additional presentations/reports to read.
- ✓ Bring ...
  - \* Your current *Service Manual*
  - \* 7<sup>th</sup> Tradition Donation from the Group you represent
  - \* Paper and pen for taking notes
  - \* Snacks or lunch if you have special dietary restriction
  - \* Your love and enthusiasm for AI-Anon/Alateen Service! 😊

## What happens at the Assembly?

- GRs approve minutes from previous Assembly.
- Area Chairperson provides updates from the previous AWSC meeting.
- Area Delegate gives a post-World Service Conference report (May Assembly) and reports on recent communications from WSO.
- Additional reports are given by Officers, Coordinators, Liaisons and Convention Chairs.
- Task Force and Thought Force reports/presentations may be given.
- Panel discussions, workshops, and group discussions may occur (depending on time constraints).
- Group Representatives vote for SCWS Officers (every 3 years) and on other matters presented to them. DRs are responsible for checking out and distributing electronic voting “Clickers” to their GRs. (Please see *Group Representative Guidelines*, G-11)

## What is provided at the Assembly?

- Copies of documents presented at the Assembly
- Hot coffee, hot water for tea, etc.
- Snacks and bottled water are provided by several Districts on a rotating basis.
- Area-recognized Conventions may bid on providing lunch for Assembly members to purchase. *Watch for email communications before the Assembly regarding lunch.*

## Are GRs reimbursed for the costs of attending the Assembly?

“Each group provides its GR with sufficient funds to fulfill the GR duties including participation in the Assembly. Expenses may include meals, transportation, lodging and registration fees.” (*Service Manual*, p.159 ) (See *GR Guidelines* G-11, pg. 3)

## SCWS Area’s Policy for GR Expenses:

### Mileage

1. The **GR’s AI-Anon group pays for the first 100 miles** of their round-trip to the Assembly.  
**NOTE:** Mileage is paid to driver, not passengers. (.40/mile= \$40 for 100 miles round trip).
2. The **SCWS Area pays for the mileage over the first 100 miles, round-trip.** (.40/mile)
3. If round-trip mileage is over 100 miles, the GR completes the *Mileage Reimbursement Form* (located on SCWS website, *Get Forms*) and submits form to the Area Treasurer.

### Hotel Reimbursement

1. The Area reimburses the first \$100.00 of a one-night stay, providing the distance driven to the Assembly is over 200 miles round trip. Members are encouraged to share rooms when possible.
2. A hotel receipt is submitted to the Area Treasurer, along with the *Expense Reimbursement Form*. (SCWS website, *Get Forms*)
3. The GR’s AI-Anon group pays for the balance of the hotel stay.

(**Note:** The SCWS policy was designed to *supplement* GR’s expenses, *not assume their Group’s responsibility.*)

### Meal Reimbursement

SCWS does not reimburse GRs for meal expenses while attending/traveling to the Assembly. It is up to the GR’s group (via an informed group conscious) to determine their policy for meal reimbursement.