

Job Description for ALTERNATE DELEGATE

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Officers must live within the California South Area during their entire term. 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 Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Past or current District Representative (DR). Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Must be in good financial standing with the Area. Does not concurrently hold any other position in Al-Anon service beyond the Group level. Active member of Al-Anon in CA(S) for at least five years, with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Has an understanding of the Area and World Service structure. Must maintain confidentiality of non-public information.

2. **OFFICIAL DUTIES / RESPONSIBILITIES**

- Attends all SCWS Area Assembly and Committee meetings, and Board and Officer meetings, as called by Area Chairperson, prepared to arrive early and stay after the meeting closes.
- Able to understand, question and learn facts and figures from financial and other reports.
- Serves on any Area Thought Force or Task Force as requested by the Area Chairperson.
- Serves on Area Resolution Committee for Group and Member Concerns.
- Will review Area-wide and WSO communications with at least one other Area Officer prior to transmittal.
- Attends Southwest Regional Delegates' Meeting (SWRDM) annually.
- Selects and chairs Area SOS (Sharing of Service).
- Is *Forum* representative.
- Ask-it-Basket (AIB) questions from Area meetings: collects, reviews and answers questions, using Conference Approved Literatures (CAL). Consults with Delegate and Chairperson before submitting questions/answers to *Bulletin* for publication.
- 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.
- Collaborates with current Delegate and Area Chairperson when responding to Area's "groupandmemberconcerns" emails.
- 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 (*Service Manual*, World Service Delegate's Alternate).

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 software, and presentation software, accessing and navigating Web sites, web-based virtual meeting platforms, 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.
- 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 on preparation and follow-up, phone calls, participating in conference calls, reading/responding to information posted on AFG Connects, and travel to meetings. Assists with conflict resolution processes at Area meetings, as requested. Additional time commitment to attend all Area meetings (see table below): Officers meetings, Board meetings, Area World Service Committee meetings, and Area Assemblies.
7. **PREPARATION** – The Alternate Delegate must be prepared to become Delegate if Delegate is unable to complete the term (see Delegate’s Job Description). Must keep dates of World Service Conference available, in case Delegate is unable to attend.
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, 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.

NECESSARY AREA MEETING ATTENDANCE

Officers	January, Feb, April, May, July, August, October and/or as needed	Saturdays or Sundays, as agreed	3 to 6 hours, as needed
SCWS Board	January, May, July, October	3 rd Saturday or to be determined	9:00am to 3:00pm
Area World Service Committee (AWSC) + new DR Orientation	February, August	3 rd Saturday 1st Saturday (New DR Orientation)	9:00am to 4:00pm 10:00am to 12:00pm (New DR Orientation)
Area Assemblies + new GR Orientation	May, November	3 rd Saturday 1st Saturday (New GR Orientation)	9:00am to 4:00pm 10:00am to 12:00pm (New GR Orientation)
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer’s Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm
Finance Committee meetings	Monthly	As determined by FC members	2-3 hours per month