

Job Description for IMMEDIATE PAST 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** –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. Continues to be an active member of Al-Anon in CA(S), 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 meetings, AWSC meetings, and Board meetings, as called by Area Chairperson.
 - May attend Area Officer meetings if requested by Area Officers.
 - Will be available to review Area-wide and WSO communications with other Area Officers prior to transmittal.
 - Actively develops a strong working relationship with Area Board, providing guidance and assistance when needed.
 - Attends annual Southwest Regional Delegates' Meeting (SWRDM), Area Sharing of Service (SOS) workshop, and supports Area activities and events.
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 websites, 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.
 - Has thorough working knowledge of KBDM.
 - Able to separate opinion from fact.
 - Able to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience.
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 –

- Responsible for organizing and chairing the SCWS Area Bylaws Committee. The Bylaws Committee is made up of SCWS Area Past Delegates, who may/may not be currently residing in our Area.
- Regularly and promptly responds to Area-related emails, phone calls and may participate in conference calls.
- Reads / responds to information posted on AFG Connects, sharing relevant information with Area.
- Travels to District, Intergroup and Area meetings to make presentations regarding Area matters if needed/requested by Area Chairperson/Delegate.
- Assists with conflict resolution process at Area meetings, as requested.
- Additional time commitment to attend Area meetings. (See table below): Board meetings, Area World Service Committee meetings, and Area Assemblies.

7. PREPARATION –

- Maintains log of suggested revisions, clarifications, and information to be added to the SCWS Area Bylaws
- Works with Bylaws Committee to prepare draft of Bylaw updates.
- Assists with preparing the updated Bylaws presentation for the AWSC and Assembly, to be presented during their term.
- Assists with writing materials for Area Thought Force/Task Force assignments, researching and writing reports for SCWS Committee and Assembly Meetings, District and Intergroup Meetings as needed.

8. TRAVEL – Annual Southwest Regional Delegates Meeting (SWRDM). Makes own travel arrangements within budget guidelines.

9. OTHER -- Immediate Past 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