



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Alternate Delegate

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 8, define the role of the Alternate Delegate as:

“The Alternate Delegate shall maintain Group records, help to coordinate Assemblies with hosting districts and provide Group Representative orientation at the Assemblies, coordinate Area workshops, and may work with the Delegate as much as possible in communicating with the Groups. The Alternate Delegate, shall, upon vacancy in the office of Delegate, or inability to continue serving as Delegate, become a Delegate. The Alternate Delegate may assist the Delegate in the performance of his or her duties and attend the World Service Conference in the event that the Delegate is unable to attend. The Alternate Delegate shall perform such other duties as from time to time may be prescribed by the Chairperson or Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

Alternate Delegate Duties

- The Alternate Delegate serves as the Group Records Coordinator of all Al-Anon group records for the Area, acting as liaison between DRs, the Area and the World Service Office by updating group information. The Alternate Delegate notifies the DR of any group that has been designated as “No Mail Status” and requests that the DR determine if there is a valid current mailing address (CMA) for the group.
NOTE: Alateen group records are handled by the Area Alateen Coordinator.
- The Alternate Delegate distributes to each DR a semi-annual update of complete group records data for the district, including active and inactive groups, provided by WSO in March and September. The DR verifies or corrects this data with the Alternate Delegate.
- The Alternate Delegate sends a “Welcome to the Area Service Structure” letter to each newly registered group advising the group of its district number and the name, phone number and e-mail address of the District Representative (DR). A copy of this letter is e-mailed to the DR.
- The Alternate Delegate is informed by the Area Alateen Coordinator / Area Alateen Process Person of any Alateen CMA changes.
- The Alternate Delegate requests from DRs information about those groups that have provided an e-mail address for receiving district and Area communications and uses this information to do a query of WSO records. This allows the Alternate Delegate to print labels for only those groups requiring postal mail.
- The Alternate Delegate provides to the Area Newsletter Editor labels of addresses for all Al-Anon and Alateen groups for quarterly mailings of the Area newsletter. The Newsletter Editor will give advance notice of when these labels are needed.
- The Alternate Delegate provides to the Area Treasurer labels of those groups that receive information by postal mail only for quarterly appeal letters. The Treasurer will give advance notice of when these labels are needed.
- The Alternate Delegate provides to the Area Secretary labels of those groups that receive information by postal mail only for Assembly mailings. These labels are needed seven weeks prior to the Fall and Spring Assembly dates.
- The Alternate Delegate serves as *The Forum* Coordinator.

Area World Service Committee (AWSC)

- The Alternate Delegate has vote on the AWSC.
- The Alternate Delegate is assigned to the Group Services Service Arm.
- The Alternate Delegate's expenses for AWSC activities related to transportation, meals and hotel are reimbursed through the Area Treasury.
- The Alternate Delegate serves as the timekeeper at all AWSC meetings.
- The Alternate Delegate chairs the AWSC meeting should the Area Chairperson be absent.
- The Alternate Delegate prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Alternate Delegate conducts the District Representative Orientation at the Transition Meeting held the Friday night prior to the first AWSC meeting of the new panel.
- The Alternate Delegate has access to an e-mail account for AWSC communications or arranges to have an "e buddy" who will receive e-mails on his or her behalf.
- The Alternate Delegate regularly checks the area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Alternate Delegate prepares a written report for each issue of the Area Newsletter. Type size, font, and deadline are determined by the Area Newsletter Editor.

Area Assembly

- The Alternate Delegate's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Alternate Delegate chairs the Assembly should the Area Chairperson be absent.
- The Alternate Delegate serves as the timekeeper at all Area Assemblies.
- The Alternate Delegate assists the Area Secretary in counting votes to ensure accuracy.
- The Alternate Delegate conducts the GR Orientation at the Area Assembly. The Alternate Delegate reviews each item in the "Welcome to the General Service Structure" packet. The "GR Orientation for Area Assemblies" located in the "North Carolina / Bermuda AI-Anon / Alateen Assembly Guidelines" provides information related to the orientation. The Alternate Delegate prepares the GR Orientation packets (usually 40 with the exception of an election year when 60 need to be prepared) according to Assembly Guidelines. Updated area documents are included in each packet.
- The Alternate Delegate helps coordinate the Assembly with the hosting district (see the "North Carolina / Bermuda AI-Anon / Alateen Assembly Guidelines") by:
 - Visiting the suggested Assembly site to ensure that the size is sufficient for our fellowship.
 - Providing sign-in boards; registration sign-in sheets for voting, non-voting, and out-of-state members; pens; badge holders; and printed badge blanks.
 - Providing the Twelve Steps, Traditions, and Concepts banners to be displayed in the Assembly hall.
 - Providing the North Carolina and Bermuda flags and holders for the tables and any AV equipment that is owned by the Area and needed for the Assembly.