

## SUGGESTED BINDER CONTENTS FOR DISTRICT REPRESENTATIVES – BC/YUKON

1. Job Description
  - Al-Anon Guideline for District Representatives (G-37) *(available on Al-Anon/Alateen website)*

### DISTRICT INFORMATION

2. District History
3. District Contacts
  - List of District Committee members with contact information
  - Group Detail Reports *(provided by Group Records Coordinator in your DR package at AWSCM or available from WSO OnLine Group Records)*
4. District Meetings
  - Al-Anon Guideline for District Meetings (G-15) *(available on Al-Anon/Alateen website)*
  - Sample Agenda
  - Knowledge Based Decision Making
  - Agendas and Minutes of District Meetings
5. District Operations
  - Yearly calendar of meetings and events
  - Budget and Financial Information
  - Activities – Al-Anon Days, Workshops, Fundraisers, etc.
6. Public Outreach
7. Alateen
8. AA Cooperation and Al-Anon Participation – Rallies, Gratitude Days
9. District Miscellaneous – Emails/Correspondence, Literature information, Copyright permissions, etc.

### BC/YUKON AREA

10. Area Contacts
  - List of Officers, Coordinators and Al-Anon Information Service Liaisons
  - List of District Representatives
  - (Both lists above provided by Group Records Coordinator in your DR package at AWSCM or by request)*
11. Area World Service Committee Meeting
  - Guide for Area World Service Committee Meeting for District Representatives *(available from Members' Section of BC/Yukon Al-Anon website)*
  - Schedule of Elections and Appointments *(available from Members' Section of BC/Yukon Al-Anon website)*
  - Service Resume form *(available from Members' Section of BC/Yukon Al-Anon website)*
  - Agenda and Minutes *(emailed from Area Secretary in advance of meeting)*
  - Voting Procedures – Knowledge Based Decision Making *(available from Members' Section of BC/Yukon Al-Anon website)*
  - Copy of Short List of BC/Yukon Motions (Active Motions) *(available from Members' Section of BC/Yukon Al-Anon website)*
  - How to prepare your 3-minute report *(available from Alternate Delegate by request)*
  - DR Expense Sheet *(available from Members' Section of BC/Yukon Al-Anon website)*

## **BC/YUKON ASSEMBLY**

### 12. Group Representative's Preparation

- Guide for Assembly for Group Representatives (*available from Members' Section of BC/Yukon Al-Anon website*)
- GR's Assembly To Do Preparation List (*available from Alternate Delegate by request*)
- GR's Packing List for Assembly (*available from Alternate Delegate by request*)
- Agenda and Minutes of Assembly (*available in Bulletin*)

## **WEBSITE RESOURCES**

### 13. BC/Yukon Website

- How to Access ([www.bcyukon-al-anon.org](http://www.bcyukon-al-anon.org))
- Members' Section - *username: member password: Area81 (all one word)*

### 14. WSO Website

- How to Access ([www.al-anon.org/members](http://www.al-anon.org/members))
- AFG Connects – District Representatives Community
- WSO On-Line Group Records