

BC/Yukon Alternate World Service Delegate

Job Description

As a Member of the Area Officers

The BC/Yukon Area officers include the Delegate, Alternate Delegate, Area Chair, Secretary and Treasurer. Each officer is elected by the Group Representatives who vote on behalf of the groups in the Area. Area Officers work together to handle the day-to-day requirements of supporting the membership.

As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly, and plan the agenda for Assembly.

Area Officer General Responsibilities

Area Officers work together to facilitate communication within the Area and between the Area and WSO. Officers also handle the practical functions of the Area such as banking, recording, and arranging AWSCM and Assembly. Each officer is responsible for supporting the Area service members to effectively carry out their duties to support the unity and growth of Al-Anon in BC/Yukon Area. Officers may also work together with members to initiate activities to improve services to members.

When elections are scheduled, interested applicants must submit a service resume to the BC/Yukon Area Chair. The resume will be posted in the BC/Yukon Area Bulletin prior to Assembly. Resumes are reviewed by the members and Officers are elected by Group Representatives at Assembly for a 3-year term. The applicant may be asked to address the GR's at Assembly before the vote is taken.

General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 86, 87 *Al-Anon/Alateen Service Manual 2022-2025 v2 edition*)
- Must be a District Representative completing their third year of the term or an active past District Representative who has completed a 3-year term (2019 Motion)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Familiar with Area and World Service structure
- Familiar with active Motions adopted by the Area Assembly
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Able to effectively use the *Al-Anon/Alateen Service Manual* for reference

Purpose of the Alternate World Service Delegate:

"The Alternate Delegate works along with the Delegate as much as possible in communicating with the groups. He acquaints himself with all the Delegate's duties, so that if the Delegate is unable to finish his three-year term, the Alternate can step in to complete it." (pg 151 *Service Manual*)

Specific Experience/Skills required:

- Good communication and organization skills
- Thoroughly familiar with the AI-Anon/Alateen Service Manual
- Good leadership abilities
- Ability to respond thoughtfully and diplomatically to sensitive issues

Primary duties:

- Assists World Service Delegate as needed
- Acquaints himself/herself with the Delegate's duties in the event the Delegate is unable to fulfill his or her three-year term and is prepared to step in to complete the term
- Assists the Chair with administrative duties if requested
- Serves as the Area Forum Coordinator
- Serves on Area committees when necessary
- Provides support at AWSCM and Assemblies by facilitating workshops and presentations
- Arranges Venue and Hotel contracts if Assembly is held in Langley on a continuing basis
- Acts as a resource to the host committee for Assembly
- Acts as a resource to Area World Service Committee members
- Other duties as may be required

Communication:With Groups

- Communicates information via BC/Yukon Area Bulletin
- May facilitate GR orientations, workshops and/or presentations at Assembly

With Districts

- May facilitate DR orientations, workshops and/or presentations at AWSCM
- Acts as a resource to host committee for Assembly

With Area

- Regular communication with Area Officers & Coordinators
- Assists Area Chair with AWSCM and Assembly plans
- May develop workshops and presentations for use at AWSCM and/or Assembly
- Assists with responding to Ask it Basket questions from members at AWSCM and Assembly
- Prepares an interim annual report for the April Bulletin and a full annual report for the August Bulletin

With WSO

- Pass along information regarding the Forum magazine

Time commitment:

- Per year: 2 weekends to attend AWSCM and Assembly (including Friday meetings)
- 1-2 additional days for Officer & Coordinator meetings
- Prepare report for Bulletin each month (1 hour per month)
- Communication with area Officers by phone or e-mail as needed (8-10) hours per month)
- Read and respond to e-mails in timely manner (8-10 hours per month)
- Monitor WSO "AFG Connects" posts and pass along information as indicated (weekly)
- Preparation of DR & GR Orientations (5-6 hours twice a year)

Length of term: Three years