

# BC/Yukon 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 GRs 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 2022-2025*)
- Able to effectively use the *Al-Anon/Alateen Service Manual* for reference

## **Purpose of the World Service Delegate:**

The BC/Yukon Delegate is “elected at the Area Assembly to represent all the groups in his/her Area at the annual World Service Conference. The Delegate is the primary communication link between groups and the World Service Office (WSO).” (Pg. 75 *Al-Anon/Alateen Service Manual*)

The Delegate brings “the Area’s viewpoint on matters affecting the entire fellowship to the Conference” and returns “with a broader perspective of Al-Anon worldwide.”

The Delegate is also “the bridge of understanding that links the groups in the Area with world Al-Anon to help them continue to function in unity.” He/she is “the servant of Al-Anon as a whole.” (Pg 150 *Al-Anon/Alateen Service Manual*)

## **Specific Experience/Skills required:**

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

## **Primary duties:**

- Attends World Service Conference (WSC) in Virginia Beach or other appointed locations for one week in April of each year
- Represents the BC/Yukon Area perspective in matters discussed at the WSC
- Serves on assigned committees, thought force and/or task force with other Delegates & Trustees
- Brings issues of concern to the attention of the Conference
- Reports the views and spirit of worldwide Al-Anon back to the BC/Yukon Area
- Acts as a resource to BC/Yukon members
- May communicate directly with WSO staff for further knowledge when addressing Area concerns
- Acts as the primary link of communication between the Area and WSO
- Other duties as may be required

## **Communication:**

### With Groups

- Communicates information via BC/Yukon Area Bulletin
- Delivers WSC report to Group Representatives at Assembly
- If contacted by a GR, responds as appropriate and keeps Alternate Delegate and Area Chair informed.

### With Districts

- If contacted by a DR, responds as appropriate and keeps Alternate Delegate and Area Chair informed.

### With Area

- Prepares and delivers WSC report at AWSCM
- Notifies AWSC members when WSC Summary is available for viewing online
- Works closely with Area Officers & Coordinators to support day to day conversations & decisions
- 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
- Keeps Alternate Delegate informed by sharing documents related to World Service Conference agenda
- Communicates important issues from WSO in between Conferences

With WSO

- Reviews AFG Connects to become familiar with all correspondence between WSO and service members
- Participates in conference calls & conversations as initiated by WSO staff
- Is the liaison between members and the WSO, promoting links of service
- Contacts WSO on Area matters that require further guidance
- Keeps the Regional Trustee advised of Area activities by forwarding copies of the minutes from AWSCM and Assembly and ensuring that the Trustee receives electronic versions of the Area Newsletter (Bulletin)

**Time commitment:**

Can require 15 or more hours some weeks of the year and some weeks only 1 to 2 hours per week. Daily monitoring of email and responding as required in a timely manner.

**Length of term:** Three years