

Area Alternate Delegate Job Description

Per World Service Handbook 2006-2009

The Alternate Delegate works along with the Delegate to accomplish tasks of the Delegate.

Duties of the Area Alternate Delegate

In the Colorado Area, the Alternate Delegate serves the following roles

Alateen Area Process Person:

- Become familiar with the Alateen Safety Guidelines adopted by AFG of Colorado
- Work with WSO to certify new Al-Anon Members Involved in Alateen Service (AMIAS)
- Send (via mail or email) application and registration forms to interested Al-Anon members and answer any questions they may have with the process.
- Check completed forms for accuracy and discrepancies and if needed contact applicants for clarifications
- Scan approved registration forms and email to World Service Office.
- Maintain file registration and application forms for future reference.
- When approved by WSO and returned, enter AMIAS information into database.
- Re-certify AMIAS lists once a year
- Organize and distribute AMIAS list provided by WSO so that each respective DR has correct information about AMIAS in district. **By March.** Provide full list to Alateen Coordinator
- Solicit AMIAS changes from DR, correcting list and sending it to WSO **by July**
- Maintain current Database
- Update Group Registration, making sure Alateen sponsors are listed in AMIAS database. If not offer direction in becoming AMIAS certified.
- Provide WSO and Area Records Coordinator with current Group Registration forms at point of new registration or upon any changes in group
- Maintain current group information (traditionally in Excel)
- Maintain group registration forms for future reference.
- Participate in WSO conference calls with other AAPP
- Report AAPP activities to AWSC and Assembly and in Butterfly

Alternate Delegate:

- Understand the duties of the Delegate so they can represent Delegate in functions when Delegate is unable to attend. Is able to complete Delegate's term if necessary

Alternate to the Area Chair

- Understand the duties of the Area chair so they can preside over Assembly in Chair is unable. Is able to perform tasks of Area Chair until new Chair can be elected.

Finance Committee

- Chairs a committee of 6-8 members including.: Area Treasurer, and Area Chair. Area Delegate is an ex-officio member of the committee
- Sets time and place (**July or August**) for committee to prepare the following year's budget. Presents this budget to AWSC in **September** for amendment and approval.

- Presents budget to Assembly in **November** for amendment and approval
- Communicate regularly with the finance committee to deal with issues that are financial in nature. Including but not limited to:
 - Correspondence with state or federal organizations
 - Over-budget financial requests from coordinators for Area functions
 - Reviewing contracts e.g. for the Archives office
 - Researching insurance options and possible vendors

Forum Coordinator

- Help the Area learn about the Forum.
 - What it is.
 - What its benefits are.
 - How to subscribe.
 - Possible uses for the Forum.
- Encourage the Area members to write articles for the Forum
- Possibly lead a writing workshop to teach members how to write articles.
- Participate in scheduled conference calls with other Forum Coordinators throughout the US and Canada.

Other duties

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Communicate the activities of their positions by submitting an article for each edition of the Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, and prior to making expenditures.
- Maintain current Alternate Delegate Workbook for duration of the three year term for the next Alternate Delegate
- Available to share experience strength and hope with future Alternate Delegates
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