

ALTERNATE DELEGATE

A. Per World Service Handbook: revised 2002-2004 pg 139 (as pertains to Colorado AFG)

1. The Alternate Delegate works along with the Delegates as much as possible in communicating with the groups.
2. 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 and complete it.
3. He may assume responsibility for briefing the Assembly on Al-Anon structure; this has been found especially helpful for the new GRÖs.
4. He may share the responsibility with the Delegate in visiting groups in the Area.
5. Serves as the Chairperson of the Budget Committee (to work with the Area Treasurer).
6. Serves as the Alternate Area Chairperson.

B. Additional duties as practiced by past Alternate Delegates

1. If the Area Chairperson cannot fulfill duties, serves as Area Chairperson on an Interim basis until a new chairperson can be elected.
2. The Alternate Delegate presents the proposed Budget to the Assembly in November of each year for approval. Presents the proposed Budget to the AWSC in September for their approval prior to the November Assembly.
3. May be assigned special tasks such as chairing workshops or assisting Delegate in giving the annual reports following the World Service Conference.
4. Maintains accurate financial records and submits to the Area Treasurer, on the form provided, in a timely manner to comply with the IRS requirements. Request frequent reimbursements.
5. Update Alternate Delegate position description and give to Area Secretary.
6. Submit an Article for each issue of the Butterfly.
7. Speak when invited to functions, schedule permitting.

Revised by Ida G. 2003