

GR Orientation Chair Job Description

Per World Service Handbook; Revised 1992:

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.

Duties shared by all Coordinators/Chairs:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit email reports
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within budgeted amounts. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, prior to making expenditures.
- Maintains current Coordinator/Chair Workbook for duration of the three year term for the next GR Orientation Chair
- Available to share experience strength and hope with future GR Orientation Chairs

WSO has guidelines set down regarding Group Representative (G11) and Group Inventory (G8)

Duties of the GR Orientation Chair :

- Chair GR orientation meeting at Colorado Area Assembly three times a year. Time of meeting is set by Area Chair
- Participate in the Membership Outreach Committee
- Attend GR recap meeting at Assembly
- Provide GR packets which include: map of Colorado Al-Anon Districts; GR and group inventory guidelines from WSO, voting procedures flow chart, records change form, tips for GR's as forum representatives
- Encourage past Delegate participation in GR orientation

Format of meeting:

- Serenity prayer
- Introductions
- Importance of GR's to attend the Sunday morning meeting
- Voting procedures of the assembly
- Items to be voted on that need explanation
- Explain or show important websites
- Hand out service manuals to GRs
- Agendas and minutes for current and last assembly,
- The Butterfly newsletter