

## **Area Delegate Position**

### ***A brief summary of what the position involves.***

A commitment to the position for a 3-year period.

Receive emails from AGSO and forward them onto the appropriate service member. I.e.: District Representative to pass through the “Links of Service” to the Group Representative, Pi Coordinator, Area member, etc.

Attend Area Committee meetings every 8 weeks or thereabouts. The meetings are held in the SA Area Office in the city. It is preferable to attend these in person but there is usually the opportunity to attend online if the need arise.

Compile a summary of the Executive Minutes for the Area Committee meeting.

Keep a list of emails for the period between Area meetings and submit it at the Area Meeting.

Try to attend as many of the Groups as possible, Birthdays and Camps and be available for questions.

Attend the Australian Service Conference (ASC) at the end of April/beginning of May each year. For this an Annual Report will need to be compiled using the Annual Reports from each of the SA Area Committee members covering the previous year.

Attending the ASC is a great opportunity to meet the other Area Delegates around Australia and hear about their area's problems and successes and maybe pick up some ideas to take back to our SA Area. It is also a great opportunity to meet some of the Australian General Service Office (AGSO) staff who work so tirelessly and enthusiastically for Al-Anon as a whole.

It has been an absolute privilege to be able to serve the members of the SA Al-Anon Family Groups. It has been an opportunity for learning, growth and inclusiveness.

For extra information please refer to the Al-Anon/Alateen Service Manual and the Australian Service Handbook for Al-Anon and Alateen Groups in Australia. There is also available an Area Delegates Position Statement which was compiled in May 2016. This can be provided on request.

Lola W – SA Delegate 2019-2022

## **SA AREA SERVICE COMMITTEE DELEGATE—POSITION STATEMENT**

### **POSITION HELD FOR A PERIOD OF THREE YEARS**

The Australian Service Delegate (Delegate) shares the SA Area experience at the annual Australian Service Conference which serves Al-Anon Australia wide. The Conference provides guidance to the Australian General Service Office in service matters brought to its attention. The Delegate must be a former District Representative who is elected by the Group Representatives just finishing their terms at the Election Assembly.

Represent SA Area Al-Anon at the annual Australian Service Conference

a. Prepare a report from SA Area covering the portfolios on the SA Area Service Committee on the activities, successes, problems or issues in the SA Area over the preceding year. Present the report at the Australian Service Conference, answering any questions members pose.

b. Bring to SA Area Service Committee any proposed Conference Motions that will be discussed and voted on at the Conference. Lead the discussion of these at the SA Area Service Committee and at Conference and convey the views of SA Area Service Committee members.

c. Attend all sessions of the Conference, listen attentively to all other Conference members and ask questions where necessary to clarify issues, and ideas that may have an impact on SA Area and report back to SA Area Service Committee and the membership at the Assembly of members in June each year called specifically to hear this Delegate's Report.

d. Actively participate in discussions at Conference presenting the SA Area perspective where necessary and helpful.

e. Take to Conference any questions or concerns from SA Area membership and any suggested Agenda Items (with explanatory notes).

Act as a member-in -the-field of a Selected Committee of the AGSO and attend special meetings of this Committee during the annual Conference, answer any correspondence from the Committee and where required provide information from SA Area for the Committee. Read the minutes from any interim Selected Committee meetings.

Obtain any members' feedback required by the AGSO on any urgent matters using the Dis-

trict Representatives (DRs) and Group Representatives (GRs) email addresses and report findings direclty to AGSO.

Answer any DR or SA Area Service Committee members' questions on policies and procedures in relation to the Twelve Traditions and Twelve Concepts of Service. Refer these to AGSO if unable to find a solution.

Keep the SA Area Service Committee informed of issues affecting Al- Anon nationally from the AGSO Executive Minutes and copies of Newsletters received from all other Areas.

Provide the SA Area Service Committee Secretary with and contact details for all the other Delegates.

Regularly attend Group meetings, Anniversary meetings, Seminars, camps etc. to hear members' ideas and opinions on pertinent matters and to impart information on matters affecting Al-Anon as a whole.

**SA AREA SERVICE COMMITTEE DELEGATE—POSITION STATEMENT**

**Cont'd—**

Report on happenings at Conference to Groups and District meetings where appropriate.

Organise all files generated each year and save in electronic format. At the start of each year transfer a copy of the previous years' files to the Office Computer for storage.

Personal Specifications

Broad experience in Al-Anon service positions at Group, District and Area Service Committee level.

Know and understand the Al-Anon Policies and Procedures in the Service Manual and Australian Service Handbook.

Good communication skills - verbal and written especially report writing

Computer literacy – word programs, excel spreadsheets, email.