

**POSITION STATEMENTS FOR AREA COMMITTEE MEMBER POSITION HELD  
FOR A PERIOD OF THREE YEARS**

**DISTRICT REPRESENTATIVE**

**Objective – to provide the link of service from Groups to the SA Area Service  
Committee and from the SA Area Service Committee to the Groups**

The District Representative (DR) is elected by the incoming Group Representatives (GRs) of the Groups within the District. The election of the DR is held prior to the Election Assembly. All Groups need to elect a GR for their Group prior to the Election Assembly. Also alternate GRs can be elected if possible.

Arrange for regular District meetings of GRs. These are usually held during the week prior to the next SA Area Service Committee Meetings held every 6 or 8 weeks.

Receive reports provided by the GRs. Their reports need to cover average numbers attending in the reporting periods, number of newcomers, how they heard of Al-Anon, what CAL is being used, meeting topics, any PI initiatives, Group finances including the regularity of banking and cash on hand.

Review the Group reports to identify any issues that need to be addressed in accordance with the Traditions such as limited use of CAL, meeting topics not uplifting, not using the Steps as meeting topics, not banking Tradition 7 moneys regularly or holding onto cash, not rotating service positions etc. and provide feedback to the GRs at the District Meeting.

Use the Traditions to address any concerns the GR may have about how their Group is functioning. If problems cannot be resolved by the GR then the DR can be invited to attend a Group Business Meeting to address any issues. Failing a resolution, the matter can be taken by the DR to the next SA Area Service Committee.

Be available for GRs if they have questions about how Al-Anon Groups work. Arrange training/information to address any questions the GRs might have, Members of the SA Area Service Committee can be invited to attend a District Meeting to explain what initiatives are being planned eg PI for fundraising or the work they perform for the benefit of members.

Try to attend a meeting of each Group in the District each year to find out if there are any issues or concerns in the Group or address any questions Group members may have.

Provide the Group Reps in the District with information from SA Area Service Committee, Australian General Service Office (AGSO) as provided in the Executive Minutes supplied by AGSO and from the International Service Conference attended by 2 reps from AGSO and any other matters of note from either SA or AGSO eg from their websites or requests for opinions from the Delegate attending the Australian Service Conference.

Encourage Group Reps to participate activities in their Districts initiated by the SA Area Service Committee for the benefit of members eg fundraising events, Public Information, workshops, training, fundraising and social activities.

Encourage GRs to attend other Groups in the SA Area to provide support for other Groups if needed and especially for Anniversary celebrations.

Prepare a report for each SA Area Committee meeting detailing activities during the period, successes, problems and any help needed. Provide any relevant feedback on SA Area initiatives undertaken to the next District Meeting.

Prepare an annual report of activities for the Delegate to include in the report for the Service Conference.

Organise all files generated each year and store in a District folder on a usb. At the start of each year transfer a copy of the previous years' files to the Office Computer for storage.

Note: To undertake this position you must have been a GR. You need to be know and understand the Traditions and Concepts, have good recovery through regularly attending Al-Anon meetings.

You will also need to be able to use email and be familiar with typing reports into a computer.

May 2022