

RESPONSIBILITY



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“being able to fulfill obligations”



Due to Area autonomy, the Area's responsibilities may differ from this presentation—in keeping with the Twelve Traditions and Warranty Five of Concept Twelve.



Responsibilities to my group



- “To study and use the Al-Anon ideas, not only for myself, but for the benefit of my friends in the group.”
- “...to try to make everything I say reflect an Al-Anon teaching...”

• From *One Day at a Time in Al-Anon (B-6)*, page 195

- **To make a positive contribution both financially and personally**
- **To attend meetings regularly**
- **To support my Group Representative**
- **To be a part of an informed group conscience**



- **“...to extend a welcome to newcomers; to be of service...”**
 - *Courage to Change (B-6), page 85*
- **To share my experience, strength, and hope**
- **To study the Steps, Traditions, and Concepts of Service**



Responsibilities of Al-Anon Members Involved in Alateen Service (AMIAS)

- **To be certified through our Area Alateen process and to regularly attend Al-Anon meetings**
- **To maintain a sense of safety and trust in order for recovery to take place**
- **To protect the Alateen members from physical and emotional harm**



Responsibilities of a Group Representative

- To be thoroughly familiar with the *Service Manual (P-24/27)* and the duties of a Group Representative (GR)
- To have a good understanding of the Twelve Traditions and the Twelve Concepts of Service and how they relate to the group



- **To attend and represent the group at district meetings and Assemblies and report back to the group**
- **To keep the group informed of all Area and district events**



- **To make sure that the group gives the GR ample time to give his/her report**
- **To make sure that all mail from the World Service Office (WSO) reaches the group**



- **To keep the line of communication between the district and the group open at all times**
- **As the *Forum* representative, encourage group and individual subscriptions and acquaint members with its contents, including sharing information from “Inside Al-Anon”**



Responsibilities as a District Representative



- To be thoroughly familiar with the *Service Manual* and the duties of a District Representative (DR)
- To call and conduct district meetings on a regular basis

- **To attend all Area World Service Committee (AWSC) meetings and report on activities within the district**
- **To attend and participate in Area Assemblies**
- **To visit all groups in the district and make sure they are getting pertinent information**



- **To ensure that group contact information is current**
- **To make sure WSO correspondence is reaching the groups and is being shared with the members**



- **To keep the AWSC aware of any changes in group mailing addresses or meeting times and locations**
- **To be a link between the Area and the groups**
- **To report back to groups following AWSC meetings**



Responsibilities of the Area Coordinators



- To coordinate the activities of their service (i.e., Alateen, Area Alateen Process Person, Archives, Conventions, *The Forum*, Group Records, Literature, and Public Outreach) in the Area
- To be a liaison between the Area World Service Committee (AWSC), the action committees, and the groups
- To convey service information from the WSO to the districts, AISs, and groups

Responsibilities of the Area Chairman



- To plan the Assembly and AWSC agendas and conduct both meetings
- To make sure the Area Secretary sends out notices to the Area Officers, Area Coordinators, and all voting members

- **To appoint or elect Area Coordinators**
- **To make sure that the Delegate has ample time to give his/her report at Assemblies and AWSC meetings**



Responsibilities of the Area Secretary



- To send out all notices of Assemblies and AWSC meetings
- To attend to all regular secretarial work and take minutes of all meetings
- To keep a permanent record of all minutes to be passed on to the next Secretary

- **To call the roll of all voting members at Assemblies**
- **To inform the WSO of the names and addresses of the AWSC members**



Responsibilities of the Area Treasurer



- To handle all Assembly collections and funds
- To prepare and send out appeal letters
- To pay all bills for expenditures approved by the AWSC

- **To forward the Delegate's equalized expense amount to the WSO before January 1st**
- **To make regular written financial reports to the AWSC and Assembly**



Responsibilities of the Alternate Delegate



- To fulfill the Delegate's responsibilities, should the Delegate be unable to do so
- To work along with the Delegate as much as possible in communicating with the groups
- To fulfill any other assigned or appointed duties such as:
 - *Forum* Coordinator
 - Group Records Coordinator, etc.

Responsibilities of the Delegate



- To be a leader and a channel through which information flows to the Area
- To be thoroughly familiar with the *Service Manual* and the duties of a Delegate
- To be a servant of Al-Anon and Alateen as a whole

- **To attend the World Service Conference (WSC) and bring the viewpoint of his/her Area on matters affecting the entire fellowship and return to the Area with a broader perspective of Al-Anon world wide**



- **To give a report of the WSC to all the groups in the Area at the Assemblies**
- **To be the bridge of understanding between the groups in the Area and the worldwide fellowship of Al-Anon Family Group Headquarters, Inc.**



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