

District 3 Job Duties, Eligibility and Guidelines

These descriptions are “in addition to” or “in conjunction with” descriptions in the service manual. All positions are a three-year term. If Panel Member is not able to attend District meetings or send a representative or a report, after 3 consecutive meetings, the position will be considered open for another member to fill.

ELIGIBILITY Requirements of Al-Anon/Alateen Members for Service

- Group Representative (GR), Alternate GR, District Representative (DR), Alternate DR, District Information Service Liaison (DISL), and Alternate DISL candidates may not be Alanon/Alateen members who are also members of Alcoholics Anonymous (AA). All other group and district positions are open to Al-Anon/Alateen members who have ever been a member of AA. See ‘*Service Participation by Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous*’ in the current Al-Anon/Alateen Service Manual for details.
- District Representative (DR), Alternate DR, District Information Service Liaison (DISL) and Alternate DISL, Treasurer and Literature Distribution Center (LDC) candidates are any incoming, outgoing or past GR with at least three years of service at the district level in District 3.
- Willing to attend District meetings.
- Have access to and willingness to use electronic communications.

General Duties:

- Follows all District, Area, and WSO (World Service Office) guidelines for the position.
- **Attend District Meetings.** District Conscience agrees that failure to attend and send a report to three consecutive District meetings (without contacting the DR) is considered abandonment of the position and a replacement will be selected.
- Attends Steering Committee meetings as able. Especially important when needing to discuss a topic in detail or needing to add a topic to the agenda.
- Prepares and submits written report to Technology Chair and DR by the requested timeframe before the District meeting, even when unable to attend in person.
- Encouraged to have and use a Service Sponsor.
- Has access to email and is willing to communicate by email and is able to send/access attachments; checks email frequently.
- Works with District Treasurer to provide an estimate of expenses for the position for the next fiscal year, and manages budget expenses for the position throughout the year.
- Between District meetings, participates on Thought Force or Task Force committees as directed by DR.
- Attends any turnover function planned at the end of the Panel and strives to make a smooth transition from Panel to Panel. Provides copy of District, Area, and WSO guidelines to next panel member.
- Outreach to Institutions, Outreach to Professionals and Outreach to Public/Media Chairperson as members of the Public Outreach Committee (POC) and attend POC meetings.
- Familiar with, or willing to become familiar with, Knowledge Based Decision Making (KBDM).

District Representative (DR)

- Prepares the calendar for District meetings, Workshops, Book Studies, and Fun Days.
- Schedules with the host location District meetings and any other District events which are held in that location.
- Chairs District and Steering Committee meetings or has the Alt DR or another substitute chair.
- Coordinates Assembly workers – GEM (Growth Enhancement Member) and love gifts for Area Delegate to receive at annual World Service Conference (WSC.)
- Emails agenda and District meeting reminder with Zoom information, if applicable, to Panel members after the steering committee meeting.
- Name is on the District bank account.
- Serves as the information source for the groups.
- Attends and participates at AFG Area 9 AWSC (Area World Service Committee) and Area Assemblies.
- Knowledgeable of and follows Area Service Structure Guidelines for DR as defined on the afgarea9.org website. (See appendix A for details regarding Area Meeting DR responsibilities and expectations.)
- Establishes a Thought Force, Task Force or Work Group: (DR does not have to be a member of those groups and is encouraged to ask another member to chair.)
 - To ensure the following guidelines are kept current:
 - Fun Day/Workshop guidelines
 - District Job Descriptions
 - District Election Procedures
 - To handle other needs as they come up during the panel. You are not alone.
- If District Alateen Coordinator position is vacant, ensures that at least one of the following positions is certified as AMIAS (Al-Anon Member Involved in Alateen service) : DR, Alt DR, DISL, Alt DISL, Secretary, or Treasurer.
- Finds someone to coordinate Alateen training with the Area when the District Alateen Coordinator position is vacant.

Alternate District Representative (Alt DR)

- Works with and substitutes for the DR at District meetings, Assemblies, and AWSC when necessary.
- Attends District, Steering Committee, and annual Budget meetings.
- Is The Forum representative. (Monthly magazine of Al-Anon Family Groups - AFG)
 - Encourages groups to obtain a Forum subscription.
 - Encourages members to submit sharings and photos to the Forum.
 - Notifies the Area Alt Delegate when District members are published.
- Divides DR duties in agreement of both members.
- Acts as timer at the District meeting to help ensure that the meeting proceeds as expected per the time set on agenda or DR instruction in order to assure timely meeting.
- If the District Zoom account is used, the Alt DR maintains the district Zoom account and runs the zoom during the district meeting or designates someone to do so if they are chairing the district meeting.
- Works with Greeter to contact new GRs or visitors after their first District meeting to answer any questions they may have and to provide new GRs with pertinent information.

Secretary

- Attends every District meeting or has a substitute attend.
- Attends Steering Committee and annual Budget meetings.
- Is responsible for keeping the minutes and the attendance for District business meetings.
- Has access to District owned recording device to assist with minutes.
- Itemizes motions at the end of the minutes for easy reference.
- Emails the minutes to the Panel members within two weeks after business meeting and accepts corrections.
- Prepares minutes for acceptance at next District meeting.
- Submits approved minutes to Panel members, DR, and Technology Chair as required.
- Archives approved minutes for future reference.
- Maintains a non-published contact list of names, addresses, emails, phone numbers and home groups for all panel members (GRs, officers, and chairpersons)
- Maintains a published contact list of names, zip codes, group email and home groups for all panel members.

Treasurer

- Attends all District and Steering Committee meetings.
- Schedules and chairs Budget meeting in late October or early November to prepare coming year's proposed budget to be presented at the November District meeting for approval by GRs.
- Creates Draft Proposed Budget for coming calendar year prior to Budget meeting.
- Maintains mailing addresses for group donations to District, Area, and WSO and shares this information with members at District meetings, Technology Chairperson to post on district website and Where & When Chairperson to be posted on Where & When.
- Maintains District PO Box.
- Checks the District PO Box regularly for donations and correspondence.
- Pays PO Box, website, archive storage, telephone answering service, LDC rent, rent for District meetings, Fun Day expenses, and Panel members for approved or budgeted expenses via check or electronic fund transfer.
- Makes donations to Area and WSO.
- Keeps financial records and shares appropriate written report, financial summary and group contribution spreadsheet at all District Business meetings by sending them to the DR and Technology Chair as well as the LDC Chair.
- Maintains bank account with at least one other active Panel member plus LDC Chair and DR.
- Has current bank statements available at Steering Committee or District meetings for DR and DISL to view and acknowledge their viewing as agreed upon with the DR and DISL.
- Has current bank statements available at District meetings for Panel members to review as requested.

District Alateen Coordinator

- Be a certified AMIAS (Al-Anon Member Involved in Alateen Service) in AFG Area 9 or be eligible to become certified immediately and maintains active status during entire Panel.
- Knowledgeable of, understands, and utilizes the approved AFG Area 9 Alateen requirements, which include Safety and Behavioral Guidelines. See Alateen Resources on www.afgarea9.org
- Supports certified and trained Alateen Group Sponsors and AMIAS.
- Provide guidance through personal mentoring of AMIAS who have not had previous experience sponsoring groups or who desire additional understanding of the AMIAS role in Alateen meetings.
- Recruit new AMIAS.
- Promote Area training opportunities for new AMIAS and communicates renewal dates of current AMIAS to District members.
- Collaborate with the DR to keep the District Alateen records current with District and Area.
- Respond to requests and seek out opportunities to begin new Alateen meetings in the District with a focus of placing Alateen meetings geographically accessible throughout the District boundaries. Attend new meetings for at least an initial period of time to support the new group getting established.
- Facilitate “Alateen Informational Family Events” open to potential Alateens, parents, Al Anon and AA members as well as professionals who work with potential Alateens. These events are generally held two weeks prior to the start of a new meeting or to potentially revive a group that is struggling with consistent attendance and seeking to grow.
- Attends Area Alateen functions, paid by District 3, when accompanying Alateens or serving as a representative of the District.
- Attends Area Assembly, if there is an Alateen GR of the same gender attending who needs AMIAS supervision or finds a same gender AMIAS to attend. The district will pay for the Alateen Chair, or AMIAS, to attend unless that person is also a GR, in which case their group would cover expenses.
- Provide education about Alateen to schools, institutions and professionals within the District.
- Provide reports to the District at all District meetings on the status of AMIAS and Alateen groups in the District, special events and activities as well as potential development of new Alateen groups.

District Information Service Liaison (DISL)

- Attends and participates at all North Florida AWSC and Assemblies, all District, Steering Committee, and annual Budget meetings.
- Serves as information source for District chair people and community at large.
- Acts as liaison between WSO, Area Coordinators, and District Chairs.
- Sends DIS portion of Area report to DR prior to AWSC and Assembly by the requested deadline.
- Leads DIS portion of District meetings.
- Chairs POC (Public Outreach Committee.)
- Knowledgeable of Best of Public Outreach, available on WSO website.
- Knowledgeable of and follows Area Service Structure Guidelines for DISL as defined on the afgarea9.org website. (See appendix B for details regarding Area Meeting DR responsibilities and expectations)

Alternate District Information Service Liaison (Alt DISL)

- Divides DISL duties in agreement with both members.
- Substitutes for DISL when necessary.
- Attends and participates in District, Steering Committee and annual Budget meetings.

Outreach to Institutions Chairperson

- Shares Al-Anon's and Alateen's message of help and hope with Institution staff members. (treatment facilities, hospitals, psychiatric wards, and crisis/abuse shelters, etc. that provide services to alcoholics and their families)
- Maintains contact with existing Institutions meetings and promotes support as necessary.
- Recruits and coordinates volunteers to lead Institutions Introductory Meetings.
- Is a member of the POC. (Public Outreach Committee.)

Outreach to Professionals Chairperson

- Coordinates purchase of Al-Anon Faces Alcoholism (AFA) magazine with District Treasurer for District and outreach distribution.
- Encourages distribution of AFAs.
- Supports local addiction information projects/conferences.
- Coordinates District 3 participation at professional health fairs/events regularly.
- Is a member of the POC (Public Outreach Committee.)

Outreach to Public and Media Chairperson

- Recruits and coordinates volunteers for health fairs and distribution of posters.
- Contacts local publications with Al-Anon and Alateen information.
- Completes application for Clear Channel digital billboard and submits SPOP (Special Public Outreach Project) to Area as applicable.
- Is a member of the POC (Public Outreach Committee.)

Greeter

- Welcomes, and greets new GRs at each District meeting.
- Provides name tags for all attendees at each District meeting.
- Prepares packet of pertinent information for new GRs and provides that information to the Technology Coordinator to be posted on the website.
- Works with ALT DR to contact new GRs or visitors after their first District meeting to answer any questions they may have and to provide new GRs with pertinent information.

Literature Distribution Center Chairperson (LDC)

- Maintains CAL (Conference Approved Literature) inventory by ordering from WSO (World Service Office).
- Notifies Technology chair of new literature and out of stock items for posting on the district website.
- Pays rent for LDC and maintains budget.
- Is on the District Bank account and maintains separate LDC financial records from the district treasurer to verify accuracy.
- Shares financial reports and information about new literature at District meetings. Emails report to DR and Technology chair for posting on the district website prior to meetings.
- Holds literature raffle (\$10 gift certificate) each month at District meetings.
- Brings CAL orders to District meetings that have been per-ordered; timeline to order before District meeting set by LDC Chair.
- Sets LDC hours, and coordinates and schedules volunteers to ensure LDC is open during those hours.
- Attends District Meeting, Steering Committee meetings and annual Budget meeting.

AA Liaison Chairperson

- Coordinates Al-Anon participation with local, state, and international AA events.
- Sends AA events to District 3 Newsletter Chair, Technology Chair and DISL if there is active Al-Anon participation.

Archives Chairperson

- Establishes and maintains storage area for District Archives.
- Keeps a record of past history, adds current history, and organizes it using best practices.
- Establishes written guidelines to determine what materials will be kept in storage, which ones will be digitized, and how to dispose of archived materials that have been digitized.
- Establishes guidelines to limit archive materials to avoid duplicating Area or WSO Archives.
- Provides Archives display at District Workshops/Fun Days.
- Sends archived stories of interest to the Sharings Newsletter Editor.
- Gather fliers and reports from district meetings to archive.
- Attends Archive Workshop held by Area Archive Coordinator.
- Uses digital technology and maintains backup in off-site location.
- Researches questions asked by members regarding historical materials.
- Creates work group or committee to assist with duties.

Group Records/Where & When Chairperson

- Coordinates District records with Area Group Records.
- Communicates with groups to ensure that most current information is on file with WSO and the Area.
- Obtains written notification from groups of all group information changes.
- Updates the Where & When with meeting changes (including new and inactive meetings) according to WSO database and/or district group conscience.
- Sends updated Where & When to Technology Chair to be added to the District website.
- Work with groups and/or GRs who are unable to print or view the online version of the Where & When to help ensure all groups have the most current meeting information.
- At the beginning of the panel, brings Group Change forms to the District Business meeting to update all new GR information.
- Reports at District meetings information regarding meeting changes and most recent Where & When date.

Newsletter Editor, “Sharings”

- Gathers Al-Anon news for monthly publication.
- Sets newsletter format, edits, and has at least one other member review and proofread.
- Redacts all personal information and emails newsletter in pdf format to District Technology Chair for website.
- Brings or sends 30 copies of newsletter to Fun Days.
- Gathers Al-Anon news for monthly publication from other Panel members and by attending District functions (District business meetings, Fun Days, Service Workshops, when possible.)
- Requests personal sharings from members; sharings may be attributed to the submitter’s first name and last initial (if included,) or anonymous.
- May reprint one article monthly from The Forum magazine, properly attributed as directed by guidelines in The Forum.
- Encourages GRs to tell their groups about the newsletter.

Raffle Chairperson

- Prepares 2 baskets for each Assembly, in accordance with AFG Area 9 guidelines, and arranges for transport to Assemblies.
- Chairs the raffle with a committee at Assembly when assigned to District 3. (District has budgeted for two GEMs to assist with Assembly assignments.)
- Makes arrangements to receive donations for raffle baskets.
- Although encouraged to attend District meetings, this position does not require attendance.

Spanish Chairperson

- Receives information from Area Spanish Coordinator.
- Reports new information at District meetings.
- District contact for Spanish Groups.

Speaker Keeper Chairperson

- Maintains current list of names and phone numbers of members willing to share their story.
- Provides Speaker list to Technology Chair for District members' website password protected page.
- Encourages groups to use speakers.
- Suggests to members to add their name/phone number to speaker list.
- Brings a few copies of the sign up sheet to District meetings to be shared with GRs to take to their groups as needed.

Telephone Answering Service (TAS) Chairperson

- Serves as liaison with the professional answering service.
- Maintains volunteer list/schedule; submits updates to the professional answering service as needed.
- Requests new volunteers as needed; provides training.
- Regularly checks and reads emails sent to the District at al-anon@jaxafg.org (via a link on jaxafg.org) Screens emails for meeting information that needs to be sent to Group Records Chair or TAS volunteers. Responds to email messages by providing information or forwarding as needed.
- Gives report of monthly calls and email requests at District meetings; reminds GRs to keep TAS Chair informed of any meeting changes that occur due to holidays, election schedules, relocations, etc.
- Informs volunteers whenever a revised Where & When meeting schedule is posted to jaxafg.org.
- Sends meeting schedule changes, whether permanent or temporary, to volunteers.
- Reviews monthly invoices for accuracy; ensures a copy is submitted to District Treasurer, who pays the invoices.

Technology Chairperson

- Ensures that District 3 website (jaxafg.org) is inviting and useful for both current members and persons seeking information about Al-Anon/Alateen.
- Updates and maintains District 3 website according to WSO guidelines.
- Creates work group or committee to assist with duties.
- Encourages all Panel members to forward relevant information, as determined by work group, for posting on the website and posts same.
- Ensures Panel members are aware of work group's decision for relevant information to be posted.
- Ensures that all documents posted to the website are free of personally identifiable information, in keeping with our Traditions.
- Has website reviewed for accuracy of content and/or information.
- Creates and maintains emails for all District service positions and groups in coordination with Secretary and Group Records.
- Helps new Panel members by forwarding and syncing District emails to personal emails. And encourages email response through host website to protect anonymity.
- Maintains communication with website host and troubleshoots issues in functionality.
- Ensures domain name (JAXAFG.org) and hosting renewals are kept current. Reviews invoices from host and submits to Treasurer for payment.
- Reminds Group Representatives (GRs) to encourage their members to utilize district website as a reliable, up-to-date information resource for events, newsletters, literature updates, meeting schedules, etc.
- Scans Area 09 website afgarea9.org for area events that can be posted on jaxafg.org (Area Service Workshops, Other District Gratitude Events, Area Alateen Events, State AA Events with Al-Anon Participation, etc.) and either posts the information or creates a link to the area website.
- Maintains links from district website to relevant, timely, and informative pages on al-anon.org website.
- If needed, requests funding in District budget for stock image account to have access to artwork needed to enhance website design or to assist in the creation/design of flyers for others in the district to post on jaxafg.org and distribute at meetings. Reviews invoices from host and submits to Treasurer for payment.
- Attends District Business Meetings and prepares Technology Report in advance of said meetings. Gathers relevant information at meetings to share on website.
- May be asked to help with various technological issues panel members, groups, or group members may have. Chairperson has the choice to help, or not, to the best of their ability; while also keeping in mind that the primary duties listed above are the priority.

Appendix A

AFG Area 9 – Florida North Guidelines District Representative (DR)

As a DR at District:

1. Please see the Al-Anon/Alateen Service Manual P24-27, WSO Guideline G-37 and your District's Guidelines for your responsibilities at the District Level.

As a DR at the Area World Service Committee (AWSC) Meetings:

1. You are responsible for attending the entire meeting. The meeting is called at the Chairperson's discretion, based on Area business needs.
2. You will receive reports, handouts, and information that you will need to distribute throughout your District.
3. You are responsible for having a report for the Panel, delivered by email, by the date given by the Chairperson. This may be a combined report with District Information Services Liaison (DISL).
4. You are responsible for reading all reports prior to the meeting.
5. At AWSC you participate as a voting member of the current panel. While at AWSC you are working on behalf of the entire Area, not just your District.
6. You will bring one question to the AWSC meeting for the Red Light/Green Light meeting during the next Assembly. Those questions are turned into the Area Alternate Delegate at the beginning of the Saturday session. Before the close of session on Saturday, the Alternate Delegate and the DR assigned to lead the next Red Light/Green Light session will review the questions, combining questions as appropriate. For more information on Red Light/Green Light, click [here](#) to view the Area Guidelines.
7. You will be asked to participate in Thought and Task Forces, these meet via conference call, email and other electronic means outside of the scheduled face-to-face meetings.
8. You are required to have a regular and dependable email presence for communication purposes.
9. You will need a working knowledge of the Service Manual.
10. You will need to have a thorough working knowledge of the Steps, Traditions, and Concepts.
11. You will need to be an active member of Al-Anon: who attends meetings and works with a personal Sponsor. It is highly recommended to get a Service Sponsor as well.

Appendix A (Continued)

AFG Area 9 – Florida North Guidelines District Representative (DR)

As a DR at Assembly:

1. You are responsible for providing a report, by email, to the Technology Coordinator by the date given by the Chairperson. This may be a combined report with the DISL, this is at the discretion of the Chairperson.
2. You will be responsible for the correct registration of all members of your District. Voting and non-voting. You should have with you a copy of all Groups with an ID number.
3. You will have to register for Assembly.
4. You will need to attend all sessions. You will need to be available to your District attendees to answer questions or help find answers.
5. You will receive reports, information, handouts from the Area Panel and from other Districts. It is your job to distribute these throughout your District.
6. You will have to introduce all members of your District by first name and last initial and certify to the Secretary how many voting and non-voting members are attending from your District. This is done after Registration closes on Saturday at the microphone.
7. You are responsible for communications with the Area Alateen Process Person regarding all issues pertaining to Alateen in your District. You must be familiar with the Area Alateen Safety and Behavioral Requirements.
8. When there are recommendations before the Assembly, you are responsible for making sure all Groups and Group Representatives (GRs) have access to this information ahead of time, so that they will understand what they will be voting on. This applies to the Budget in the fall.
9. If the Area Chairperson assigns your District a Red Light/Green Light question to research and present at the Assembly, the research and session process are available in the Area Red Light/Green Light Guidelines (click [here](#) to view).
10. You are responsible for recruiting Growth Enhancement Members (GEMs) or other volunteers to fulfill District responsibilities to the Area at Area AWSC and Assembly meetings.
11. At Assembly, you do not vote unless you are also representing a Group as GR. If you are attending as the DR and a voting GR your Group pays your expenses.

Appendix B

AFG Area 9 – Florida North Guidelines District Information Services Liaison (DISL)

Duties of the District Information Services Liaison

In many Districts, the District Information Services Liaison (DISL) works closely with the District Representative (DR) to conduct District business, attends District meetings, communicates with District chairs to connect and share information, and coordinates services and public outreach. DISLs research, answer email and phone calls and redirect information and requests to District panel members. DISLs attend Area World Service Committee Meetings (AWSC) and Area Assemblies as scheduled by the Area Chairperson, and shares information from the Area and World Service at District meetings. The DISL has voice and vote at AWSC, has voice but does not vote at Assembly and District.

As a DISL at District

1. Each District has the autonomy to create specific duties and authority for the DISL position. Please see your District Guidelines for specifics on your District obligations and duties.
2. The DISL and DR work together on behalf of the Groups and Members in your geographic location.

As a DISL at AWSC

1. You are responsible for attending the entire meeting. Meetings are scheduled at the Chairperson's discretion depending on Area needs.
2. You will receive reports, handouts, and information that you will need to distribute throughout the District in line with your District Guidelines on Service Authority for the DISL.
3. You are responsible for having a report to the Panel, emailed by the date given by the Chairperson. This can be a combined report with the DR.
4. You are responsible for reading all reports before the meeting.
5. At the AWSC Meetings, you participate as a voting member of the current panel. Here you are serving the entire Area, not just your District.
6. You will be participating in Thought and Task Forces.
7. You are required to have a regular and dependable email presence for communication purposes.
8. You will need a working knowledge of the Service Manual.
9. You will need to have a thorough working knowledge of the Steps, Traditions, and Concepts.
10. You will need to be an active member of AI-Anon: who attends meetings and works with a personal Sponsor. It is highly recommended to get a Service Sponsor as well.

Appendix A (Continued)

AFG Area 9 – Florida North Guidelines District Information Services Liaison (DISL)

As a DISL at Assembly

1. You are there to serve on behalf of your District. Your District pays your way, and you are a vital part of the support network linking your Groups and District to Area and WSO. Your District Guidelines may assign other duties.
2. You will have to register for Assembly.
3. You will need to attend all sessions.
4. You and your DR will receive reports, information, handouts from the Area Panel and other Districts. It is up to your District to decide how the information is channeled back to the Groups and Chairs in your District.
5. You may assist your District in any responsibilities (ie: Fun Shop, Registration, Hospitality, etc.)
6. You are required to participate in Thought and Task Forces on various topics throughout the panel. This will require you to participate outside of the meetings by using email, Google Docs, and Conference calls.
7. At Assembly, you do not vote unless you are also representing a Group as GR. If you are attending as the DISL and a voting Group Representative (GR) your Group pays your expenses (this is an Area financial practice).