

# Al-Anon Guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs are members with experience, stability, and a general understanding of the Traditions and how they are applied. The GR becomes familiar with the *Al-Anon/Alateen Service Manual* (P-24/27) and encourages its use in Al-Anon meetings. The GR is the first link in the chain that leads to the World Service Conference and is the voice of the group at the Area level. The GR votes on matters affecting the Al-Anon group and potentially Al-Anon as a whole.

### Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at District meetings and Area Assemblies in order to carry the message of the group conscience, and who is not also a member of Alcoholics Anonymous (A.A.), is eligible to serve as GR. A GR will have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

### Term of Office

GRs are elected by the group for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing GRs.)

### Duties

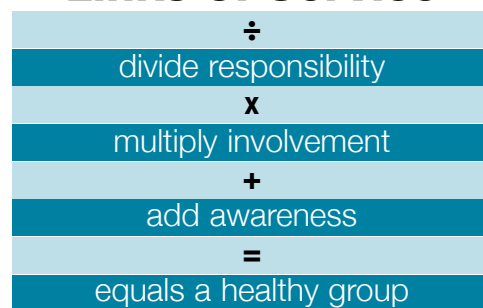
- Attends District meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Brings the group's viewpoint on situations or problems to the attention of the District Representative (DR).
- Keeps members informed about information from the District, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group's Current Mailing Address (CMA) to share the electronic newsletter, *In The Loop*, with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests ways to participate in public outreach and Alateen service projects.
- Informs members of the need for certified Al-Anon Members Involved in Alateen Service (AMIAS) to support Alateen groups; becomes familiar with the Area process for certification of AMIAS.
- Requests that the Alternate GR represent the group if unable to attend District meetings and Area Assemblies; the Alternate GR becomes the voting member of the group when participating in the absence of the GR.

- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Considers serving as the Service Sponsor to the Alternate GR to encourage he/she to stand for GR when the position becomes available.
- Explains the need for self-support in the group, District, Area, Al-Anon Information Service (AIS), and WSO.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

### As a Group Representative

- You are the first link in the chain that leads to our World Service Conference (WSC).
- You elect a DR from among all the GRs in your District.
- You elect a new Area Delegate to participate in our WSC at the Area Assembly from among the DRs and eligible officers once every three years.
- You vote on Area matters at the Area Assemblies and at the District meetings that affect Al-Anon within your Area and potentially Al-Anon as a whole.

### Links of Service



Member + Member = **Group**  
**Group** + **Group** = **District**  
**District** + **District** = **Assembly**  
**Assembly** + **Assembly** =  
**World Service Conference**

## Need-to-Know Information

You will need to know the names, addresses, e-mail addresses, and phone numbers of the:

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

## Meeting Dates to Remember

- Group business meeting
- District meeting
- Area Assembly

## Tips on Reporting Back to Your Group

- Take notes at District and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

## Reminders

- You are not “in charge” of your group and you are not alone. Tradition Two tells us, “...Our leaders are but trusted servants—they do not govern.”
- You don’t have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the current *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the “Groups at Work” section of the *Service Manual* for additional information about group business meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

## Helpful Tools for a Group Representative

Each group can download a copy of the *Al-Anon/Alateen Service Manual* from [al-anon.org](http://al-anon.org), or purchase a hardcopy from the Online Store on [al-anon.org](http://al-anon.org). You will find it to be a valuable tool in answering your questions and those of your group. Many other service tools are available and can also be found on [al-anon.org](http://al-anon.org). You can also ask for help and support from your DR and any current or past trusted servants including the Area Delegate.

Some resources available on [al-anon.org](http://al-anon.org) are:

- The current *Al-Anon/Alateen Service Manual* (P-24/27)
- Al-Anon/Alateen guidelines for many areas of service
- Group Services podcasts
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

## Benefits of Becoming a Group Representative

Members who wish to increase self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with members who have experienced recovery through service. Your fears may diminish, you may reap the benefits of giving to others, and you may learn that by placing our common welfare first, you may receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your District, the GR is eligible to stand for DR and other District offices when the District holds its elections.

### Sample Agenda for Group Business Meeting\*

#### Treasurer's Report

- Income and expenses since last report
- Balance

#### Literature Report

- Present inventory
- Discuss group's literature needs

#### Public Outreach Report

- Explain public outreach activities of group members since last report

#### Group Representative Report

- Report highlights of previous District and Assembly meetings
- Have multiple copies of full Assembly reports available.

#### Al-Anon Information Service (AIS) Report

- Discuss highlights of previous AIS meeting

#### Old Business

- Status of previous group issues

#### New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

#### General Updates

- Questions/Comments/Announcements/Suggestions

#### Date for Next Meeting

*Each individual group's autonomy can and will decide business meeting format and content.*

*\*Adapted from Alberta/NWT GR Survival Kit*

## Group Representative Expenses

As part of our principle of self-support, group budgets include payment of GR expenses to attend business meetings, such as District meetings and the Area Assembly. GRs are encouraged to carpool with others, share hotel rooms, etc., to help keep expenses reasonable. The group conscience determines the methods of calculating expenses, such as transportation.

# Group Representative Expense Sheet\*

Purpose \_\_\_\_\_  
 (District meeting, AIS meeting, or Area Assembly)

## Expenses

(Attach receipts and explanations as needed)

Item	Amount
Hotel _____	\$ _____
Transportation _____	\$ _____
Meals _____	\$ _____
Miscellaneous _____	\$ _____
<b>Total expenses</b>	<b>\$ _____</b>
Less cash advance	\$ (_____)
<b>Balance due</b>	<b>\$ _____</b>
Submitted By: _____	
Signature _____	

\*Adapted from Alberta/NWT GR Survival Kit