

Oct., 1960 - District archives:

San Marco Family Group

# Al-Anon Family Group Headquarters, Inc.

P. O. BOX 182  
MADISON SQUARE STATION  
NEW YORK 10, N. Y.

October 1, 1960

Re: WORLD SERVICE CONFERENCE

Dear Group Secretary,

The voting on the World Service Conference was overwhelmingly in its favor. Therefore, we are proceeding with plans for our First Al-Anon Conference in New York City on April 23rd and 24th, 1961, to coincide with the AA Conference.

Leis and Bill have prepared a World Service Conference Manual, a copy of which is enclosed. Kindly call a meeting of your group to study it carefully.

Your State or Province is one of the three Areas in your Quadrant having the largest number of Al-Anon groups and therefore is in Panel 1.

In order to establish a logical starting point, we have done the following:

We have chosen the city with the largest number of Al-Anon groups to be the Assembly Center. You will find this indicated on the attached list of groups for your Area.

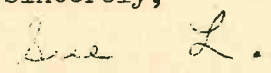
We have selected the Secretary of the oldest group registered at Headquarters to act as the Designated Chairman, indicated on the attached list with an asterisk.

After you study the Manual, you will note that the group's first step is to elect a Group Representative. His or her duties are clearly outlined in the Manual on pages 8-11 and 14. We suggest that your group hold the meeting for the election of your GR as quickly as possible.

As soon as the GR is elected, his or her name and address are to be sent to the Designated Chairman. (See attached list.) The Manual is to be turned over to the GR to take to the Assembly.

To make it possible for us to hold our Conference in April, it is imperative that your part be completed without delay. Although this Conference as planned is on a trial basis, it is a very important step forward for Al-Anon, and your whole-hearted cooperation is solicited.

Sincerely,



Chairman, Conference Committee.

SL/hs

District Archives?

Oct., 1960  
San Marco Family Group

FLORIDA

PANEL 1

MIAMI, FLORIDA - ASSEMBLY CENTER

OLDEST REGISTERED GROUP IN ASSEMBLY CENTER \*FLAGLER FAMILY GROUP  
MIAMI, FLORIDA

---

CORAL GABLES -- Margaret Malley, 6827 SW 37 St., Miami 55  
DAYTONA BEACH -- ~~Rose Riley, 121 Ocean View Ave.~~  
FORT LAUDERDALE -- c/o Twelve Step House, 119 N.W. 1st Ave.  
FORT MYERS -- Lorna Jacobs, c/o General Delivery  
GAINESVILLE -- Mrs. Ruth Shands, 1025 N. W. 14th Ave.  
HIALEAH -- c/o Alhi Club, 63 E. 2nd St.  
HOLLYWOOD -- Mrs. Helen M. Vogt, 6950 S.W. 11th St.  
HOMESTEAD -- Mary Blakley, P.O. Box 1178  
~~JACKSONVILLE -- c/o 1423 San Marco Blvd.~~  
LAKELAND -- Pauline Edwards, Box 230  
MIAMI --  
    Anona: c/o 23 N.W. South River Dr.  
    \*Flagler: c/o 2351 W. Flagler St.  
    Northwest: Mrs. H. O. Van Arsdall, 2774 N.W. 59th St.  
    Westside: 5500 West Flagler St., Miami 44  
NORTH MIAMI -- Northeast Group, c/o 13451 Griffing Blvd.  
OPA LOCKA -- Hazel Guffey, 15740 N.W. 28th Pl.  
ORLANDO -- 64 W. Church St.  
ORMOND BEACH -- Denise Odiorne, 3267 S. Peninsula Dr., Daytona Beach  
PENSACOLA -- Mrs. Doris Gandy, 6781 Palafax Highway  
ST. PETERSBURG -- Mrs. Hazel Schiermeyer, 2821 9th Ave. N.  
SARASOTA -- Mrs. Jas. Bonnyman, 1357 Harbor Dr.  
SOUTH MIAMI --  
    Family Group: Mrs. Pat Galvin, 5811 S.W. 59th St., Miami 43  
    Red-Bird: 5842 Commerce Lane  
TAMPA -- Central Al-Anon: c/o Area Service Center, 1706 Grand Central  
VERO BEACH -- Mrs. Wm E. Kreider, Rt. #1, Glendale Road  
WEST PALM BEACH -- Ethel Lewis, 624 Franklin Road  
WINTER HAVEN -- Cleveland R. Smith, Seminole Rd., Babson Park  
WINTER PARK -- Luella Howard, Box 954, Fern Park

LIST OF REGISTERED GROUPS IN FLORIDA

The city where meetings are held appears in CAPITAL LETTERS.  
If there is more than one group in a city, the names of the  
groups are indented, under that city. When only a Box number  
is given, address mail to: Secretary, Al-Anon Family Group.  
When the name and home address are given, do NOT use the words  
Al-Anon Family Group, to safeguard the anonymity of the addressee.

*District Archives*

AL-ANON

WORLD SERVICE CONFERENCE

MANUAL

October, 1960

**SAN MARCO FAMILY GROUP**  
1423 San Marco Blvd.  
Jacksonville, Florida

Al-Anon Family Group Headquarters  
P. O. Box 182, Madison Square Station  
New York City 10, N. Y.

PURPOSES OF CONFERENCE (cont.)  
porated.

Since its inception, in 1951, we believe this over-all service arrangement has functioned well. It has helped to unify Al-Anon and to spread its message world wide. Indeed, it has been the only possible service arrangement during the infancy of our society that could have been created to accomplish these vital tasks.

But, as the members of AA have discovered, this sort of isolated service structure cannot be permanently effective for the longer future. This is because Al-Anon World Service still remains without direct representative linkage to the groups they serve. Therefore, the World Service workers are not directly accountable to the Al-Anon groups as a whole. Hence, the New York Headquarters, except through mail polls and general correspondence, is unable to get the feeling, guidance and direction of the whole Al-Anon membership. Because of this deficiency they can only make estimates on many important matters.

This degree of isolation and remoteness from Al-Anon as a whole could surely prove hazardous for the future. Should very critical problems arise respecting the fellowship of Al-Anon, our small New York service group could not take effective and generally accepted decisions upon them, for it would have no means of knowing the Al-Anon Group Conscience.

If a serious error were made by the New York Headquarters, and there had been no general authorization for the decision involved, confidence would be lost and contributions would suffer. The whole vital service effort might then have to be seriously curtailed or it might collapse entirely. Having no direct linkage with Al-Anon as a whole, the repair of such a condition might be impossible. Al-Anon could thus suffer heart failure at its very core.

AA General Service Conference, now in operation 10 years, has proved its permanent worth and effectiveness. It is a tremendous factor in guaranteeing against a General Service breakdown; it makes for unity, and it enables their fellowship to act as a whole upon important matters. Therefore, it is a principal guarantor of AA's harmony and survival. It should be noted that many AAs wish they had made a similar early experimental start because the postponement of their own Conference had created a really dangerous situation due to the lack of group participation. Consequently, it seems certain that we Al-Anons need a similar Conference for these identical purposes.

How then, can we of Al-Anon make an experimental beginning that could save us the headaches that threatened AA - something that could make a harmonious evolution possible rather than a sudden gamble on a great big effort?

Many years ago Bill suggested a simple and inexpensive plan for a skeleton AA Conference, a part of which might be applicable to our present situation. This plan starts representation on a small but easily expanding basis.

When AA's Conference was formed in 1950, the membership was already huge. Therefore AA could finance a complete State and Provincial representation. Even at our stage of growth, we feel we are ready to make a small, inexpensive and experimental start which could evolve over the next ten or fifteen years into a fully representative Conference like AA's.

From Headquarters' standpoint, in order to carry the expense of an extra Headquarters Secretary to attend to Conference affairs, to hire the hotel space at the time of the annual Conference and for other incidental expenses, it would be necessary to ask all groups, whether participating in the

PURPOSES OF CONFERENCE (cont.)

Conference at present or not, to contribute each year to a Conference Fund, over and above the usual semi-annual contributions to Headquarters.

From the groups' standpoint, the plan provides that the expenses of Area Delegates are paid by the Areas themselves with, however, a fair equalization of traveling expenses to New York. The total traveling and hotel expense is easily estimated. By dividing the total figure by the number of Delegates, an equal amount chargeable to each Area is found. This amount is deposited in advance by each Delegate's Area in a special fund at New York Headquarters from which the Delegates' expenses are defrayed, regardless of travel distance.

A non-panel Area may send a Representative to the Conference under the following conditions:

- A. All Representative's expenses are paid by his or her Area.
- B. Notification of attendance of this Representative at the Conference be given to Headquarters not later than Feb. 1st.
- C. The Representative may have voice but not vote at the Conference.

Often Al-Anon members accompany their mates to AA's General Service Conference. These mates of AA Delegates may sit in at the Al-Anon Conference only as observers without vote.

If any of the 12 Areas (3 in each quadrant) of Panel 1 cannot raise sufficient funds to send a Delegate, the Headquarters Conference Secretary may name another area which could send a Delegate to complete the panel of 12.

Thus, after three years, 36 Delegates to this Experimental Al-Anon World Service Conference could be assured with comparatively small expense.

When the Al-Anon Delegates assemble in Conference with the Al-Anon Directors and service workers, they can at first relate themselves together, pending their own charter formation, by using an adaptation of the plan and procedures outlined in AA's Third Legacy Manual for World Service. It may be a number of years before a formal charter for the Conference can be created and finally approved by the Al-Anon Groups.

If after three years the Tentative Conference plan works well, we can enlarge, develop or change it, perhaps to correspond with AA's Conference Plan. If it doesn't work, we can wait until Al-Anon has become larger and more mature.

The following is a brief summary of the three year plan:

- A. We divide North America into four quadrants by convenient lines drawn through the approximate center of the continent from East to West and North to South and coinciding with State and Provincial boundaries. The first year in each of these four quadrants, three Delegates are chosen - one from each of the three States or Provinces with the greatest number of Al-Anon Groups. The second year, three more Delegates are chosen from the three States or Provinces with the next greatest number of Al-Anon groups. In the same way, three more Delegates are selected the third year. At the end of the three years, there will thus be 36 Conference Delegates.

SUMMARY OF CONFERENCE PLAN IN BRIEF (cont.)

- B. Each year the Conference Secretary at Al-Anon Headquarters selects the States or Provinces with the necessary number of Al-Anon groups, according to the then current Directory, and so informs those groups.
- C. To elect Delegates all groups in the Area who care to and can, send GR's to a central Area meeting, convened for this purpose.
- D. Each of these meetings, called Assemblies, chooses a Delegate for a three year term, who is sent to the World Service Conference held annually, probably in April, in New York.
- E. Each Assembly also chooses Officers and Committeemen. The latter assist the Delegate: (1) in ascertaining group opinion in the Area, and (2) in helping the returning Delegate to report on the Conference to the groups.
- F. In Assembly meetings, Committeemen are chosen by written ballot. From these Committeemen, the Conference Delegate is elected, either by a two-thirds majority or, failing to obtain a two-thirds majority, then by drawing lots between the two highest in the balloting. These procedures would reduce political friction.
- G. Returning home from the Conference, the Delegates meet with their respective local Committees to devise the best means of giving their Al-Anon groups a clear picture of World Services; also, of presenting the actions of the Conference to the groups for their information and approval.
- H. The Conference issues a detailed report of its proceedings to all Delegates, a digest of which is sent to all Al-Anon groups in the hope that it will be read to each group in open meeting. The Forum also runs news stories about the Conference meetings.

FORMATION OF CONFERENCE IN DETAILHOW ASSEMBLY IS SET UP - (cont.)

## STEP IV

- A. In the meantime upon receipt of this manual, each group in a First Panel State or Province holds a special meeting in order:
- 1 - To become conversant with this manual.
  - 2 - To elect a GR to attend the Assembly for a 3-year term. The following method of election will save much political friction:
    - a - Those available to act as Representatives give their names to the secretary who writes them down for all to see, preferably on a blackboard.
    - b - A written ballot is taken from these names (anyone can vote for himself or herself).
    - c - Secretary reads the result of the first ballot.
    - d - If no one has approximately 2/3 of the votes, a written ballot is again taken. (As voters recognize those in the lead, some names are automatically eliminated.)
    - e - If after several ballots no name reaches a 2/3 majority, lots are drawn between the two highest.
  - 3 - To consider finances.
 

THE EXPENSE OF THE CONFERENCE TO THE INDIVIDUAL GROUPS WILL BE LESS, IF ALL GROUPS CONTRIBUTE. THE MORE GROUPS WHO SHARE THE COST, THE SMALLER IT WILL BE TO EACH. A FEW GROUPS IN EACH PANEL SHOULD NOT BE LEFT TO CARRY THE EXPENSE ALONE.

    - a - The fare of the GR to the Assembly will have to be estimated by the group itself according to distance, transportation, etc., to Assembly Center and back.
    - b - A share of the overhead expenses of the Assembly will be determined by the Assembly.
    - c - A share of the cost of the Delegate to New York City will be shared equally between all groups in the First Panel State or Province.
    - d - An appeal will be sent in November to all groups to share the cost of the overhead of the Conference in New York.
    - e - Among the ways of raising funds that would accord with Al-Anon's Traditions are: registration fee of GRs at Assembly; special collections; pledges; the adoption of some project, such as a cake or book sale, a chicken dinner or a dance for AAs and Al-Anons together; sale of a cookbook, composed of favorite recipes; "Dime Box" supplied at meetings (10¢ a weekly meeting adds up to more than \$5. a year).
- B. Upon election the GR contacts the secretary of the oldest group in his or her Assembly Center in order to learn the time and place of the Assembly meeting. (See list of names and addresses of groups in your Panel 1 Area attached to covering letter.)
- C. The GR brings this manual to the Assembly meeting.
- D. If a GR is unable to complete his or her 3-year term, the group calls a special meeting to fill the vacancy.
- E. After the Conference, the GR calls a special meeting of the group to present the Delegate's Report of the Conference.

FORMATION OF CONFERENCE IN DETAILPRELIMINARIES TO ASSEMBLY

- A. Headquarters sends to each elected Temporary Chairman a map of the State or Province with the Al-Anon groups divided into suggested Districts and also a blackboard cloth to pin up in the Assembly.
- B. Temporary Chairman prepares for the Assembly meeting by seeing;
- 1 - That all GRs register in a book supplied for that purpose, giving their names and addresses and the names of their groups.
  - 2 - That a map of State or Province, with the suggested Districts marked by Headquarters, is hung in Assembly Room where all can see.
  - 3 - That a blackboard is at hand.
  - 4 - That tellers are appointed who are not GRs and who have pencils and slips of paper in readiness.
  - 5 - That all GRs have this manual.

ASSEMBLY PROCEDURE

- A. Assembly Meeting Convenes -
- 1 - Temporary Chairman calls meeting to order and asks for moment of silence followed by the Serenity Prayer.
  - 2 - Temporary Chairman reads out loud this Section of the manual about the election of Committeemen and a Delegate, while GRs follow from their own manuals. Chairman sees that all understand the procedure.
  - 3 - If there are no revisions suggested of this proposed method of electing a Delegate, the Temporary Chairman asks for a vote for its acceptance. If there are revisions, he or she asks for an amendment of this method. (After 9 years of experience, this method has been found by AA to cause as little political friction as possible. Of course, all Assemblies are free to use whatever method they choose.)
  - 4 - Temporary Chairman points out the Districts on the State or Province map from each of which a Committeeman is to be elected and asks for a discussion followed by a vote either of acceptance or of revision.
  - 5 - Temporary Chairman calls for the election of Committeemen for 3-year terms and asks all GRs from each District to gather in groups or caucuses for this purpose.
    - a - If the caucus is small, informal discussion and agreement is sufficient.
    - b - If large, then written ballots should be cast and the same procedure followed as for the election of GRs.
  - 6 - Temporary Chairman calls the Assembly to order and asks new Committeemen to take seats facing the Assembly.
  - 7 - Temporary Chairman then calls for the election of Assembly Officers from among the Committeemen for a 3-year term beginning immediately and asks tellers to pass ballots to all GRs, including newly elected Committeemen and also to place all Committeemen's names on the blackboard.
    - a - By written ballot GRs vote for regular Chairman from among Committeemen.
    - b - Tellers count ballots and place a check mark on the blackboard beside leading names.
    - c - Balloting continues until one name receives a majority\* of the votes cast. This elects the new Chairman of the State or Province Assembly. \*(Since Committeemen are already picked members, a 2/3 majority is not necessary.)
    - d - By the same method, a Secretary and Treasurer are elected from among the Committeemen.
    - e.- If a vacancy occurs among the Assembly Officers between Assembly meetings, the Committeemen may themselves replace the Officer.



FORMATION OF CONFERENCE IN DETAILASSEMBLY PROCEDURE - (cont.)

- A. 8 - New Chairman conducts the meeting from now on.
- 9 - The Chairman calls for the election of a Delegate and Alternate from among the Committeemen, including recently elected Officers.
  - a - The Chairman asks each Committeeman to indicate whether he or she is able to serve as Delegate or Alternate.
  - b - The new Secretary lists on the blackboard the names of all candidates for the post of Delegate and tellers pass ballots.
  - c - All present cast written ballots for their choice. Leading names are checked on the board.
  - d - If no one has the required 2/3 vote after two or three ballots, the Chairman points out that any person having 40% of the total vote should remain in the running but those having less may withdraw if they so desire.
  - e - Whether or not withdrawals are made, another ballot is taken. Withdrawals only simplify and speed up the balloting.
  - f - If still no election occurs, the Chairman asks for a motion to close the balloting. A majority show of hands will carry the motion.
  - g - The Chairman asks that lots be drawn between the two high candidates in the running; the first name drawn being that of the Delegate, the other name becoming the Alternate.
  - h - If, however, the Delegate has been elected earlier, the person with the number of votes closest to the Delegate becomes the Alternate.
- 10 - The Chairman calls for a discussion of financing.
  - a - The Delegate's expenses to New York City.  
In order to equalize the fare to Panel Areas, no matter what their distance from New York City, your Conference Chairman has obtained from the airlines the cost of coach return fares from the 12 First Panel Areas to New York. Dividing the sum of these fares by 12 and then adding \$60, the cost of 2 days stay in New York, she has arrived at \$200 as the amount necessary to send a Delegate. This amount, however, is shared by all the groups in the Panel Area.
  - b - Delegate's incidental expenses such as phone bills, postage, the cost of visiting the Panel Area groups after his or her return from the Conference, etc. These should not have to be out of the Delegate's own pocket.
  - c - Expenses of the Assembly, such as rent, if any, and incidentals.
- 11 - The Chairman then asks for a vote to raise, on the spot, these sums - \$200, plus Delegate's incidentals, plus Assembly cost - pro rata for each group represented; it being understood that the Assembly Treasurer will issue receipts whereby GRs can recoup their outlay from their respective group treasuries.
  - a - If the vote is negative then an alternative plan is discussed and adopted.
  - b - Chairman directs Assembly Treasurer to disburse the collected funds to the appropriate people.
  - c - The \$200 should be sent to the Conference Secretary At Headquarters before February 1st.
  - d - Upon receipt of the money from the Assembly Treasurer, the Conference Secretary at Headquarters deposits it in a special Conference account.

FORMATION OF CONFERENCE IN DETAILASSEMBLY PROCEDURE - (cont.)

- A. 11 - e - By March 1st, the Conference Secretary will send to each Delegate the \$60 for a 2 day stay in New York City and the cost of fare to New York and back, whether this is more or less than the \$200 sent in by the Assembly Treasurer. Thus distance from the location of the Conference in New York City will make no difference in the cost to the various Panel Areas.
- 12 - The Chairman directs the Secretary to send a report of the Assembly meeting with names and addresses of the Delegate, Committeemen and Officers and all GRs in attendance, to the Conference Secretary in New York.
- B. If there is no other business, the Assembly is then adjourned.

THE CONFERENCE ITSELF

A. ITS COMPOSITION

The Conference is composed of Delegates, the Board of Directors, the Advisory Board, and Headquarters staff members.

As a matter of Tradition, a majority vote of the Conference is a suggestion only, but a two-thirds vote is binding upon both of the Boards and Headquarters.

While the Conference can issue orders to Headquarters, it can never mandate or govern the Al-Anon fellowship which it serves. The Conference represents the Al-Anon membership but does not rule it.

B. WHAT IT DOES

Newly elected Delegates, serving their first time, arrive. They inspect Al-Anon Headquarters and become acquainted with members of both Boards and the staff, before meeting together in Conference.

A brief summary of Conference typical activities follows:

- 1 - The Conference Chairman greets the members of the Conference and introduces the Chairmen of the Board of Directors and of the Advisory Board.
- 2 - The Chairman of the Board of Directors gives a complete report of the year's work.
- 3 - The Editor of the Forum reports on the magazine's activities.
- 4 - Staff members and volunteer chairmen of committees report on their departments.
- 5 - The Treasurer gives a detailed financial accounting, certified by a CPA, on all above services and outlines the overall financial situation.
- 6 - The Conference discusses these reports and names committees for a closer study of them if desired.
- 7 - The committees make their recommendations.
- 8 - New business on the Agenda is taken up.

C. AGENDA OF THE CONFERENCE

The Agenda is the sum total of a large number of questions, some presented by the Directors, some by Headquarters, others by the Delegates themselves, who have participated by mail in making the Agenda and have seen its final draft some weeks before the Conference.

Here follow a few samples of typical matters that an Agenda might cover:

- 1 - Any action proposed by the Directors, liable to seriously affect Al-Anon as a whole, thereby needing Conference debate and approval.
- 2 - Deviations from Al-Anon Tradition, liable to seriously affect Al-Anon as a whole.
- 3 - Questions and decisions in the field of overall public relations.
- 4 - Consideration of proposed new literature, also foreign language translations.
- 5 - Conference approval of literature already prepared.
- 6 - Selling prices on literature, Al-Anon Forum, etc.
- 7 - State of voluntary contributions - how non-contributing groups can be better informed.
- 8 - When, and with respect to what questions, should the Conference be polled by mail? When should all groups be so polled?
- 9 - Consideration of any local problem provided it does, or may, affect Al-Anon as a whole.
- 10 - Special requests for advice from Directors or Headquarters.
- 11 - How can returning Delegates best make reports and service their States or Provinces?

THE CONFERENCE ITSELFC. AGENDA OF THE CONFERENCE - (cont.)

Respecting these, or any other service matters whatever, it will be seen that the Conference can pass resolutions, issue directions, give advice, direct Committees to further study or refuse to act at all.

Therefore, on overall service matters the Conference clearly has all the final authority there is - the Board of Directors, Advisory Board, the Forum and Headquarters are service arms of the Conference, a minority part of the greater whole.

The Delegates are not like Senators of governing bodies elsewhere who represent local interests and pressures. They should represent Area opinion but not be bound by a directive from their group. Conference members are the authorized servants of World-Wide Al-Anon - nothing more, nothing less.

At the end of the Conference, its' Committee reports and recommendations are heard and appropriate resolutions for action are passed.

D. HOW IT IS FINANCED

From Headquarters' standpoint, in order to carry the expense of an extra Headquarters Secretary to attend to Conference affairs, to hire the hotel space at the time of the annual Conference and for other incidental expenses, it is necessary to ask all groups, whether participating in the Conference at present or not, to contribute each year to a Conference Fund, over and above the usual semi-annual contributions to Headquarters. All groups will reap the benefits of the Conference and when the Conference becomes a permanent part of Al-Anon, all groups will have a chance to participate in it.

From the groups' standpoint, the plan provides that the expenses of Area Delegates are paid by the Areas themselves with, however, a fair equalization of traveling expenses to New York City. The total traveling and hotel expense is easily estimated. By dividing the total figure by the number of Delegates, an equal amount chargeable to each Area is found. This amount is deposited in advance by each Delegate's Area in a special fund at New York Headquarters from which the Delegates' expenses are defrayed, regardless of travel distance.

A non-Panel Area may send a Representative to the Conference under the following conditions:

- 1 - All Representative's expenses are paid by his or her Area.
- 2 - Notification of attendance of this Representative at the Conference be given to Headquarters not later than Feb. 1st.
- 3 - The Representative may have voice but not vote at the Conference.

Often Al-Anon members accompany their mates to AA's General Service Conference. These mates of AA Delegates may sit in at the Al-Anon Conference only as observers without vote.

If any of the 12 Areas (3 in each quadrant) of Panel 1, cannot raise sufficient funds to send a Delegate, the Headquarters Conference Secretary may name another Area which could send a Delegate to complete the Panel of 12.

Thus, after three years, 36 Delegates to this Experimental Al-Anon World Service Conference could be assured with comparatively small expense.

DUTIES OF ASSEMBLY AND CONFERENCE MEMBERSGROUP REPRESENTATIVES or GRs

GRs are members elected by their groups to attend the Assembly for a 3-year term and to be the contacts between their groups and the Committeemen, their groups and the Conference Delegates, and their groups and Headquarters.

- A. Because of these contacts, GRs gain knowledge of Al-Anon World Service and the purposes and work of the Conference and explain these to the groups. They are vital links in the continued function, growth and unity of World Al-Anon.
- B. The GRs do not take the place of group secretaries, for only Conference matters are addressed to the GRs, but they can help interpret Headquarters' communications to the groups, because they understand the World Al-Anon picture.
- C. GRs arrange to have a regular time at group meetings to convey information concerning Al-Anon World Service affairs.
- D. Because they are Al-Anon's "pipeline", they can likewise bring the groups' viewpoint on any situation or problem to the attention of the Conference and, or, Headquarters.
- E. They keep in touch with the Committeemen from their Districts and the Area Delegate and advise them constantly of their groups' opinion on current Al-Anon problems, especially those which affect Al-Anon as a whole.
- F. They call special meetings for Conference discussions or for reports from Committeemen or the Delegate.
- G. If Committeemen or Delegates do not bring these reports in person to the groups, the GRs make the reports for them and explain the functioning and purposes of the Assembly and of the Conference.
- H. Since GRs hold such a vital place in communication between the groups, the Conference and Headquarters, and may indeed be elected Committeemen or Delegates, the groups should select them with great care. They should be members with experience and stability, and time to perform these duties. Older members who are still active but who have already done their stint of local group or Intergroup work are ideal.
- I. GRs primarily serve their group's interest in Al-Anon World Service.

DESIGNATED CHAIRMAN

In order to put the Conference plan into operation, Headquarters had to arbitrarily pick some one to start the ball rolling. The secretary of the oldest group in the Assembly Center seemed the logical person. After the three year trial period, when the Conference is an accepted permanent part of Al-Anon, it will not be necessary to designate a temporary Chairman because the previous term's elected Chairman will still be in office until a new one is elected at the Assembly. The Designated Chairman's duties are few and of short duration.

- A. He or she consults the group, and Intergroup if there is one, about holding a special meeting to start the Assembly.
- B. He or she calls this special meeting and chairs it until a Temporary Chairman is elected. The Designated Chairman may be elected Temporary Chairman. If not, his or her duties are over.

DUTIES OF ASSEMBLY AND CONFERENCE MEMBERSTEMPORARY CHAIRMAN

- A. After the election the Temporary Chairman not only chairs this first meeting but all Pre-Assembly meetings, as well as the Assembly itself, until a regular Chairman is elected.
- B. If there is an Intergroup, he or she consults with its officers about the time and place of the Pre-Assembly meeting, etc.
- C. The Temporary Chairman sees that all the preliminaries for the Assembly meeting are attended to.
- D. After the election of a regular Chairman at the Assembly, the duties of the Temporary Chairman are over. He or she may, of course, be elected to another office.

COMMITTEEMEN

Committeemen are Representatives elected by caucus at the Assembly, one from each District of their Panel Area, whose duties are:

- A. To aid their Delegate in every way possible in the distribution of Conference information and reports.
- B. To keep in contact with the GRs of their Districts in order to become conversant with their groups' opinions and problems, which in turn they report to the Delegate.
- C. To learn to understand the World Al-Anon picture so that all groups in their Districts feel a part of a great whole, a fellowship with, and even a responsibility towards, groups in other places and other lands.
- D. To visit all groups in the District, particularly new groups, to see that they are getting necessary information and help.
- E. To understand and explain Al-Anon's Traditions which guide our affairs.

ASSEMBLY CHAIRMAN

- A. As soon as the regular Chairman is elected at the Assembly meeting, he or she takes the chair and conducts the Assembly from then on.
- B. If the Chairman and the Delegate think it feasible, an Assembly meeting is called to hear the Delegate's report upon the latter's return from the Conference. The Delegate can mail his report to the Committeemen without the necessity of calling an Assembly meeting, but the more often the GRs can get together, the more understanding and unity there will be in an Area.
- C. The Assembly Chairman calls any other Assembly meetings that are deemed necessary during the three years' tenure of office.
- D. As soon as the Conference becomes a permanent part of Al-Anon, the Chairman will conduct the entire Assembly meeting for the next election of Officers, Committeemen and Delegate. He or she will thus take the place of both the Designated Chairman and the Temporary Chairman, both of which will then become unnecessary. The Chairman will then decide whether a Pre-Assembly meeting is needed and will make all preparations for the Assembly meeting.

ASSEMBLY SECRETARY

- A. Upon his or her election at the Assembly, the new Secretary lists on the blackboard the names of all candidates for the post of Delegate.
- B. After each balloting, he or she checks the leading names and erases withdrawals, if any.

DUTIES OF ASSEMBLY AND CONFERENCE MEMBERSASSEMBLY SECRETARY - (cont.)

- C. He or she attends to all Assembly secretarial work, keeps an accurate mailing list of Committeemen and GRs and sends to the Conference Secretary in New York a report of the Assembly meeting and the names and addresses of the Conference Delegate, the new Committeemen, the Officers and all GRs in attendance.
- D. He or she handles correspondence from Headquarters and from Al-Anon members within the Area, after consultation with Committeemen.

ASSEMBLY TREASURER

- A. The Assembly Treasurer handles all Assembly collections and funds.
- B. He or she issues receipts to all GRs for any expenditures they make for their groups at the Assembly meeting, so that later they can recoup this outlay from their respective group treasuries.
- C. He or she pays all Assembly bills and forwards to Headquarters the equalized sum for the Delegate's trip to the Conference before February 1st.

DELEGATE

- A. Delegates go primarily to the Conference to render a service to World Al-Anon and to insure that Al-Anon continues to function as a whole.
- B. They bring with them the viewpoints of their own Areas on world problems and on such local matters as may affect Al-Anon as a whole.
- C. Delegates are always servants of the whole - never senators. They do not log roll for special benefits for their respective Areas.
- D. At the Conference, each Delegate has two primary duties:
  - 1 - To consider and to vote intelligently upon the issues raised there, so that the Board of Directors and the Advisory Board can be rightly guided in their decisions.
  - 2 - To obtain a clear and comprehensive picture of World Al-Anon, so that he or she can bring to the home group a picture of what Headquarters has meant to Al-Anon in the past, what it means in the present and what the Conference will mean for the future welfare of our fellowship. Facts and figures are important in this respect but even more so is the vision of a great movement in action.
- E. Arriving home, the Delegate organizes and stimulates his Committeemen, so that they will carry the Conference message right down to the group level. As often as possible, the Delegate makes his or her report to the GRs of the Area in person. There is nothing more convincing than a first hand account of an eye witness.
- F. After Conference reports are made to the groups, the Delegate and Committeemen hold meetings to evaluate the results, so that the Delegate can better represent the Area's views at the next Conference meeting.
- G. When Headquarters polls groups by mail, the Delegate enlists the cooperation of Committeemen and GRs to obtain a cross-section of Al-Anon opinion. When these jobs are thoroughly done, better guidance for Headquarters will result and thus serious blunders can often be avoided.
- H. After our Conference becomes permanent, it might be wise for the retiring Delegate to become the Chairman of the Assembly. Thus his or her experience could be used in another capacity and continuity would be assured.

ALTERNATE

- A. The Alternate assists the Delegate as much as possible, both before and after the Conference, in the work of communication with the groups.
- B. If for any reason the Delegate is unable to finish the 3-year term, the Alternate assumes the office.

