

Remember, in Al-Anon you don't have to do it alone. Whether you are new to service, or a seasoned trusted servant, a Service Sponsor is available for you!!

Below you will find a description of each district level service opportunity, as well as sharing from members who are either currently, or have previously, served in some of these roles.

District Representative

The District Representative (DR) is an important link between the groups and the area assembly. A DR should have a basic knowledge of Al-Anon and Alateen Traditions, the Concepts of Service, and how they work.

- Assists the Area Delegate in passing on information about World Service Office (WSO) activities and World Service Conference (WSC) decisions to the GRs in district.
- Is a member of the Area World Service Committee (AWSC).
- Calls and chairs meetings within their District to insure information is passed down to the groups and that group issues are heard and discussed.
- Periodically visits groups and keeps in touch with the Group Representatives (GR).

"My service as District Representative of District 8 has been an extraordinary experience. My higher power is forever challenging me to reach for the stars, as I stay in contact with groups, individuals, the New York Area and the World Service Office. I have endeavored to take giant leaps of faith as I develop gifts and talents under Al-Anon's gentle wings. The world has become smaller and less intimidating. I am more self-confident, less rigid and controlling, and try to communicate honestly and directly as best I can. I have come to love the program in a new way. No longer is recovery just about me, but rather about fellowship and finding in the Fellowship a healthy family filled with unconditional love, kindness and support."

<http://www.al-anon.org/members/pdf/guidelines/G37.pdf>

Alternate District Representative

- Completes the term when (if) the DR resigns
- Attends information service meetings
- Attends all service meetings that the DR attends
- Assists in visiting district groups

<http://www.al-anon.org/members/pdf/guidelines/G37.pdf>

Treasurer

- The District Treasurer receives monies from groups within the District for donations, newsletter subscriptions, schedules, etc. Monies are deposited as received and a record of date, amount, group name and purpose of funds is recorded.
- The treasurer makes payments from the checking account for the phone service (monthly), public information expenses, expenses for District Representative or Alternate to attend conferences, assemblies, etc.; also, donates to Alateen to support their attendance at New York North Alateen Conference (NYNAC); and any other donations voted upon at the District Meetings.

- Reconciles the bank account each month and prepares and presents monthly report of income and expenses for District meetings.

“Personally, I spend approximately one plus hours a month handling the Treasurer duties. This position does not entail a lot of time and as such is a good starting point for anyone willing to do service work. As Treasurer you not only become familiar with District activities but also learn the relevance of groups and how they support the District. And, the friendships formed are invaluable. I feel if you can maintain a checkbook, then this is the job for you.”

Secretary

- Attends district meetings and takes notes during the meeting.
- Prepares the monthly district newsletter and submits it to the DR and Electronic Newsletter coordinator for distribution.

Public Information Coordinator

- The Public Information Coordinator works with trusted district servants and our Al-Anon Family Groups to reach out to the public, professionals, and other community resources in order to share information about how our program can help families and friends of alcoholics.
- World Service and the NYN Area Assembly provide guidelines, resources, and ideas.

“Allocation and scheduling of time are completely flexible. The work provides an opportunity to meet people, learn more about our community, develop and enhance skills, and further recovery through working Step 12 and honoring Traditions 5, 8, and 11.”

<http://www.al-anon.org/members/pdf/guidelines/G10.pdf>

<http://www.al-anon.org/members/pdf/guidelines/G29.pdf>

Answering Service Coordinator

- Update recorded messages on the answering service as information changes (new meetings, meetings closing, meeting changes).
- Reach out to group representatives to insure the answering service is covered by group members each month.
- Review and update the Answering Service Guidelines on a periodic basis to insure volunteers providing coverage have as much information as possible to respond appropriately to requests from callers.

“On average I spend about an hour a month doing this. The greatest benefit to this service opportunity is knowledge of all meetings and connecting with Al-Anon members I may not otherwise meet.”

Schedule Coordinator

- Coordinate with the District Reps to insure meeting information is updated annually for the printed schedules.
- Arrange for the printing of the schedule annually and serve as the point of contact for group members to receive schedules as requested.
- Coordinate communication of meeting changes with the Answering Service and Website Coordinators.

“This commitment requires less than an hour a month, slightly more than earlier in the year when the schedules are updated. The largest benefit to this service opportunity is being familiar with all Al-Anon meetings that are held and connecting with Al-Anon members from the surrounding districts for meeting information.”

Electronic Newsletter Coordinator

- Putting the newsletter prepared by the District Secretary along with the attachments into one electronic file and sending it to the Website Coordinator to be posted on the website.
- Sending an email communication to all Al-Anon members who have elected to receive the newsletter electronically letting them know the newsletter is available on the website.
- Monitoring the district’s email account and either responding to or forwarding messages as appropriate, as well as maintaining the email distribution lists for the newsletter and upcoming events announcements.

“This generally only takes about 30 minutes a month. This service position provides me with a broad view of the Al-Anon program. It allows me to stay connected to the district as a whole and enriches my recovery by providing a reminder of the fundamentals of the Al-Anon program – essentially the “how and why it works”.”

<http://www.al-anon.org/members/pdf/guidelines/G21.pdf>

Website Coordinator

- Work with the Answering Service and Schedule Coordinators to insure the meeting information available on the website is up-to-date.
- Update all content on the website as needed, including the upcoming events information and access to the monthly district newsletter.

“This commitment generally involves less than an hour per month. This service role provides me the wonderful opportunity of being aware of the most current events taking place within the Al-Anon program for our district and beyond.”

<http://www.al-anon.org/members/pdf/guidelines/G40.pdf>

Institutions Coordinator

- Main contact for support requests from institutions
- Recruit Al-Anon groups and/or individual members to support/chair institution meetings
- Provide literature for the meetings
- We currently support the Albany County Jail Womens meeting and Hope House Adolescent Facility

“Service was the first step in repairing my self-esteem. I knew the thanks from my friends was genuine. It felt good making a contribution while helping the group to move forward so we could help others.”

<http://www.al-anon.org/members/pdf/guidelines/G09.pdf>

Literature Depot Coordinator

- Order literature from WSO and keep a reasonable inventory on hand.

- Take orders from members and fill them.
- Call the person to arrange for pick-up or delivery of orders.
- Keep track of payment and have only a prudent balance on hand and provide a report to the District each month.

<http://www.al-anon.org/members/pdf/guidelines/G18.pdf>

Alateen Coordinator

- Serves as the voice of Alateen at the district level.
- This individual is typically a Alateen sponsor.
- Communicates information provided at the District level with Alateen groups.
- Encourages Alateen member participation in district meetings and connections with local Al-Anon groups.

Archives Coordinator

This service position involves maintaining historical information for the District's groups and providing the information/items for display as requested for Al-Anon events. Archive materials can include items such as:

- Minutes of district meetings and/or district newsletters
- Flyers announcing Al-Anon events
- Memorabilia, souvenirs, programs of past Al-Anon district events
- Photographs of important events
- Items from groups that have closed
- Local public information literature
- Longtimers' Questionnaires and Group History Forms
- Papers, notes, etc. from members who served in various capacities