

# District 8 AFG Service Positions

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 guidelines for each district level service opportunity, as well as sharing from members who are either currently, or have previously, served in some of these roles. You don't have to do it like the person before, you can do it your way and to the best of your abilities.

## General Responsibilities for all Coordinators

- Attend District meetings or provided report is cannot attend.
- Contacts DR or Alt DR if will be absent for a few months (life does happen).
- Participates in District Group Consciences.
- Responds to inquiries from members in a timely manor.
- No contact from a Coordinator for 6 months will result in the resignation from the position.

## 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.

- Passes on information about World Service Office (WSO) activities, World Service Conference (WSC), and New York North (NYN) decisions to the GRs in district.
- Attends the NYN Area World Service Committee (AWSC) twice a year, typically a month before Assembly.
- Attends Spring and Fall NYN Assemblies.
- Calls and chairs meetings within their District to insure information is passed down to the groups and that group issues are heard and discussed.
- Works with Alternate DR to set agenda for District meeting.
- Periodically visits groups and keeps in touch with the Group Representatives (GR).
- Is second name on District 8 bank account.

*"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>

# District 8 AFG Service Positions

## Alternate District Representative

- Completes the term when (if) the DR resigns
- Can attend the NYN Area World Service Committee (AWSC) with DR or if DR is unable.
- Can attend Spring and Fall NYN Assemblies with DR or if DR is unable.
- Works with DR to set agenda for District meeting.
- Assists in visiting district groups
- Is second name on LDC bank account.

<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, 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.
- Current bank account is at Key Bank (formerly First Niagara).

*“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.
- Coordinates with Alternate Secretary and DR if unable to attend monthly District meetings.

## Public Information Coordinator (Outreach)

- 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.

## District 8 AFG Service Positions

*“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

- Maintain a list of Al-Anon Groups whose members are willing to check the answering service for messages. Groups typically do this service work for a one-month period of time.
- Reach out to group representatives to insure the answering service is covered by group members each month. This is best done via email.
- 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 half an hour a month doing this. The greatest benefit to this service opportunity is connecting with Al-Anon members I may not otherwise meet. And I’ve learned more about what Al-Anon does to help those in need.”*

### Schedule Coordinator

- Coordinate with the Group Reps (or Meeting Contacts if no Group Rep) to ensure meeting information is updated annually for the printed schedules.
- Make changes/corrections to the hard copy of the schedule prior to printing (or posting the schedule on the Capital District site)
- Arrange for the printing and distribution 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.
- Log on to the WSO online Group Records every three months to check for any new groups or changes to existing groups; update the hard copy of the schedule and send the changes to the Answering Service and Website Coordinators.

*“This commitment requires approximately an hour a month, and more in Jan-April when gathering revisions to the schedules from the Group Reps, making the final changes before printing, arranging for the printing of the revised version and distributing the new printed version. 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.”*

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## 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 AI-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 AI-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 AI-Anon program – essentially the "how and why it works".*

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

## Website Coordinator

- Work with the 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.
- Works with District 22 Website Coordinator.

*"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 AI-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 AI-Anon groups and/or individual members to support/chair institution meetings
- Provide literature for the meetings

*"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>

# District 8 AFG Service Positions

## Literature Distribution Center (Literature 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.
- Current bank account is at Key Bank (formerly First Niagara).

<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

## AA Liaison

- Point person for AA contact (AA contacting us and us contacting AA).
- Provide information on District Alkathons.
- Provide information of events where AA would like Al-Aon participation.
- Provide information of happenings in the area with AA and Al-Anon participation.