

JOB DESCRIPTION FOR POSTION OF DELEGATE

DATE: December 2008

WHAT: It is the role of the Delegate to learn the needs, desires, and problems of the Area; communicate them to the World Service Conference (WSC) and the World Service Office (WSO); to listen to the events/reports at the World Service Conference and to report on the events, desires, and decisions of the World Service Conference and WSO to the Area.

The Delegate is the leader of the Area in relation to the functions of Al-Anon as a whole. It is the responsibility of the Delegate to carefully select what goals he or she intends to work toward as he begins his term. Having specific goals makes it easier to select those functions that he or she will work on personally and those that will be delegated. One can easily be drawn into doing too much.

The Delegate must have sufficient humility to recognize that he or she does not have to answer all questions or respond to all demands placed on his time. He must recognize the value of delegating some of the requests placed on him, the propriety of not "having the answer" to the many questions asked, the wisdom of referring to the Al-Anon literature, and returning most questions and demands to the informed group conscience of the function that asks the question or makes the demand.

HOW: The Delegate refers to the Service Manual and other Al-Anon literature, to NCWSA Bylaws and guidelines, and to experienced current and former Area level leaders for guidance. Delegate responsibilities are listed in the current Service Manual. NCWSA responsibilities for the Delegate are listed on page 20 of the Bylaws of NCWSA, (1989 version). This job description is filed in the NCWSC Guidelines, Section B1.

The Delegate is responsible for the maintenance of the following forms and guidelines

- Regional Service Seminar Bid Form
- Regional Delegate Bid Form
- NCWSA Guideline for Selection of Trustees for AFG Headquarters', Inc.
- Regional Trustee, Regional Trustee Alternate, and Trustee-at-Large Resume Form
- Executive Committee for Real Property Management Resume Form

SPACE AND TOOLS: There is no need for any specific tools. It is helpful to have a car, an office space with a telephone, file space, and a computer with a word processing program, or a typewriter.

REIMBURSEMENT: Amounts of reimbursement for this position are listed in the annual budget under the following categories:

- Delegate – for office expenses such as copying, postage, supplies, travel other than what is listed below.
- Officer Conferences – for attendance at authorized conferences (usually annual SWRD Meeting and RSS every 3 years)
- NCWSC Travel – for attendance at NCWSC meetings
- NCWSC Committee Travel – for attendance at Assemblies.

The Delegate is also responsible for reminding the Treasurer of the costs of Assessments for:

- World Service Conference
- Regional Delegates Meeting
- Regional Service Seminar

ACTIVITIES THAT ARE REIMBURSED: Conferences, meetings, seminars or workshops, and supplies for which reimbursement is allowed are also listed in the NCSWC Committee Guideline.

TIME REQUIRED: This position can take as much time as the Delegate allows.

- To attend the World Service Conference, one must plan on at least nine days for the conference and travel time.
- To attend the Regional Delegates meeting, three committee meetings and two Assemblies takes 13 days.
- To respond to requests from the WSO including time spent on committee business and the requests from area persons, plan on about 3 hours per week.
- In addition, the Delegate may attend various District meetings and functions; plan on one day per meeting or function.

The following chart lists most of the specific Delegate's requirements and timing:

<u>ITEM</u>	<u>AFTER ELECTION</u>	<u>1st YEAR</u>	<u>2nd YEAR</u>	<u>3rd YEAR</u>
Notify WSO of election	X			
Select WS Committee (when requested)	X			
Notify WSO of names and addresses of Area Committee members	X			
Notify WSO of changes to names and addresses as necessary (Delegated in Bylaws to Recording Secretary – sent when changes made).			X	X
Attendance at meetings: (Meetings are subject to change)				
Feb - Committee Meeting		X	X	X
Mar - Southwest Regional Delegates Meeting		X	X	X
Apr - World Service Conference		X	X	X
May - Committee Meeting		X	X	X
May or Spring Assembly		X	X	X
July - Committee Meeting		X	X	X
Oct or fall Assembly		X	X	X
Regional Service Seminar or other designated event				X
Reports				
World Service Conference for <i>12 Stepper</i>		May	May	May
Report for Assembly		May/June	May/June	May/June
Optional Report for Alateen (if requested)		July	July	July
Optional Report for Spanish Groups (if requested)		Oct	Oct	Oct
Optional Reports to Districts (as invited and scheduled)		Various	Various	Various
Announce Regional Trustee Selection Process (due to WSO 8/15 of year before office begins)				Feb
Announce At Large Trustee, Executive Committee and Executive Committee for Property Management Selection Process (due to WSO 8/15 of year prior to taking office)		May	May	May
Announce Advisory Committee (Alateen, Forum, International, Outreach to Professionals) applications due to WSO annually by 4/1, but can be sent throughout the year.)		Feb	Feb	Feb
Items for the World Service Conference:				
Agenda Items		Oct	Oct	Oct
Area Concerns and/or Area Highlights		Feb	Feb	Feb
Ask-It-Basket		Apr	Apr	Apr