

NCWSC - ALTERNATE DELEGATE

Major Duties:

- ◆ Become ready to perform the job of Delegate.
- ◆ Develop a realistic budget with the assistance of the Budget Committee.
- ◆ Present that budget to both NCWSC and NCWSA (at Assembly).
- ◆ Audit the NCWSA books, annually, with assistance of the Budget Committee.
- ◆ Keep a record of budgets passed; keep minutes of Budget Committee meetings; provide copies to the Archives Coordinator as necessary
- ◆ Sign contracts, when appropriate, and if requested.
- ◆ Sign and mail checks, when requested by the Treasurer.

Reference Documents for Performing Duties

- ◆ World Service Handbook
 - Alternate Delegate
 - Delegate
- ◆ NCWSA Bylaws
 - Alternate Delegate Budget Committee, Article VIII, Sections 2, A. and B.
 - Execution of Instruments, Article IX, Sections 1 and 2
 - NCWSA Records and Reports, Article X, Sections 1 and 2, page:
- ◆ NCWSC Motion #9505.05 (May 1995, Motion #5), which reads, "Each member is responsible to submit a Budget Request upon notification by the Budget Chairperson and to keep their spending within the amount approved by the Assembly as expressed in the budget. Equipment requests exceeding \$100.00 would be referred to the NCWSA Chairperson. The NCWSA Chairperson may appoint a Purchasing Committee, which would return recommendations about the purchase. The requester would be part of the Purchasing Committee since they are most familiar with the requirements of the job. Approved requests would be forwarded to the Budget Committee. The Budget Committee would incorporate the request after evaluating the budget as a whole. The purchase would be charged to the office incurring the expense."
- ◆ The Alternate Delegate refers to the Service Manual, to other AI-Anon literature and guidelines, to NCWSA Bylaws and Guidelines, and to experienced, current and former Area level leaders for guidance. The chart below lists specific requirements and the approximate time required

Time Required Each Year

• Study Delegate's position	6 hours per year
• Attend District Meetings with Delegate, if requested	6 hours
• Chair Budget and Audit Committees	6 hours per year
• Attend SWRDM-March	3 days per year (24 hours)
• Assist the Delegate, if requested	3 days (24 hours)
• Attend NCWSC Meetings- Feb, May & July	24 hours per year
• Study Chairperson's Position and assist, if requested	6 hours per year
• Attend Assemblies	25 hours per year
• Attend SWRSS - September	3 days per panel(24 hours)
• Reports/minutes: to NCWSC, NCWSA, and Budget Committee	16 hours per year
• Executive Committee Job Review Meetings	8 hours per year
• Attend Exchange Mtg. every 3 years	4 hrs during last year of panel

Space and Equipment Required:

- ◆ Three Binders and a few files,
- ◆ Overhead projector
- ◆ Computer (for budget preparation and presentation to NCWSC/ NCWSA)

Reimbursable Expenses:

- ◆ Office expenses such as copying, postage, supplies, travel other than listed below, etc.
- ◆ Officers Conferences - for attendance at authorized conferences
- ◆ NCWSC Travel - for attendance at Committee Meetings and Assemblies.
- ◆ Budget Committee Expenses

Expense reports for travel and office expenses are to be submitted to the Treasurer on a timely basis, and kept within the Budget submitted and approved by NCWSA.

Types of Activity:

- ◆ Attendance at conferences, district meetings, seminars
- ◆ Supplies for which reimbursement is allowed are listed in the NCWSC Committee Guidelines, Section J. Expenses of NCWSC members.