

AL-ANON FAMILY GROUPS
for families and friends of alcoholics...

AREA 33 AL-ANON/ALATEEN GUIDELINES

A WORKING GUIDE
FOR NEBRASKA AL-ANON/ALATEEN

THE HARMONY AND SUCCESS OF
AREA 33 AL-ANON/ALATEEN DEPENDS UPON
SHARING RESPONSIBILITY,

A WARM SPIRIT OF FELLOWSHIP

AND INDIVIDUAL SELF-IMPROVEMENT.

March, 2009

THIS GUIDE IS INTENDED TO BE USED WITHIN THE
AL-ANON/ALATEEN FELLOWSHIP.

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A WORKING GUIDE FOR AREA 33 AL-ANON/ALATEEN

It is hoped that these Area 33 Guidelines will serve to inform new members and to remind those more experienced that we work in unity as trusted servants of the Area 33 Al-Anon/Alateen assembly.

We believe that Al-Anon Family Groups begin with an individual; individuals register with the World Service Office as a group or as a lone member; groups in a locality unite to function as a district; districts come together at an area assembly. It is through our elected delegate that we each have a voice at the World Service Conference.

An individual can find guidelines in available literature; groups have the basic manual of principles and practices available to them in the *Al-Anon/Alateen Service Manual*.

As members of Area 33, we will have these guidelines to keep us united. The purpose of these guidelines is to clarify and provide direction for Area 33 activity at district and area assembly levels. It is in no way intended to replace the *Al-Anon/Alateen Service Manual*. It has been our experience that we need to delete from and add to this basic work plan from time to time.

If every Area 33 Al-Anon Family Group has a copy of these guidelines and gives them thought and study, we are bound to grow better informed and to share in the responsibility of carrying the message to others.

The Area 33 Guidelines are maintained by the Area Guidelines Committee, comprised of the Alternate Delegate, Area Secretary, Alateen Coordinator, and the Reunion Coordinator. The Alternate Delegate serves as the chairperson of the Area Guidelines Committee.

ALATEEN IN AREA 33

Alateen groups are formed within the framework of the Al-Anon Family Groups. Alateen is a fellowship of young people whose lives have been affected by alcoholism in a family member or friend.

Conference-Approved Literature (CAL) written for Alateens and Alateen group sponsors is available from the World Service Office.

Just as an Al-Anon group, an Alateen group elects a group representative to speak for it and vote at district and area assembly meetings. The Area Delegate to the World Service Conference serves as a link to world service for Alateen, as well as for Al-Anon.

All communication regarding Alateen group registration and changes and sponsor certification must be submitted to the WSO via the Area Alateen Process Person (AAPP). For Area 33 the AAPP shall be the Area Alateen Coordinator.

See Nebraska Area 33 Al-Anon Requirements for Al-Anon Members Involved in Alateen Service for more information.

ABBREVIATIONS AND DEFINITIONS

ACTION COMMITTEE

A workshop-style session where members get together to discuss service opportunities in four major areas: Group Services, Fellowship Communications, Membership Outreach and Public Outreach. (These categories correspond to WSO departments.) The aim of the session is to generate ideas, plan time frames, estimate costs of projects and set a goal for the next meeting.

AFG

Al-Anon Family Groups

AL-ANON INFORMATION SERVICE (AIS) LIAISON

A representative appointed or elected by the Al-Anon Information Service Board to serve on the Area World Service Committee. The liaison is to act as a conduit for information exchange between the area and the AIS.

AMIAS

Al-Anon Member Involved in Alateen Service.

AREA

Nebraska is Area 33 in relation to national and worldwide Al-Anon and Alateen service structure.

AREA ASSEMBLY

A meeting of Area 33 Al-Anon/Alateen to conduct necessary area business. Often used to share experiences of participating members. Area assemblies meet three times a year.

AREA ALATEEN PROCESS PERSON (AAPP)

The AAPP serves as the Area's designated Alateen contact with the WSO Group Records Department regarding Alateen forms. The AAPP collaborates with the Alateen Coordinator and the Group Records Coordinator, as determined by the Area process, concerning the distribution and submission of Alateen forms and WSO Group Records reports. For Area 33 the AAPP is the Area Alateen Coordinator.

AWSC

Area World Service Committee meets three times a year prior to area assemblies.

DELEGATE'S MEETING

Annual meeting of delegates in the region. The location of this meeting rotates among areas within the region. The purpose of this meeting is to discuss topics which may be presented at the World Service Conference and to familiarize delegates with Conference procedures.

GROUP

An Al-Anon or Alateen group consists of individuals whose lives have been affected by someone else's drinking and who come together for mutual help.

GR

A Group Representative is a qualified member, who is not also a member of AA, elected by and from a group.

DISTRICT

An area is divided into districts for easier communication. Nebraska currently has 18 districts.

DR

District representatives: our area has 18 districts. The group selects a GR. The GRs in the district select from past and/or present GRs, one member to act as DR for the district.

REGION

Nebraska is part of the US Northwest Region. Other states in this region are Alaska, Idaho, Montana, North Dakota, Oregon, South Dakota, Washington and Wyoming.

REGIONAL SERVICE SEMINAR

A Regional Service Seminar introduces the Board of Trustees of the Al-Anon Family Groups, Inc. and the staff of the World Service Office to the members of the fellowship in conferences organized throughout the nine regions of the U.S. and Canada. It is a service-oriented function, but not an assembly or business meeting.

WSC

The World Service Conference is a meeting held each April which is attended by area delegates and representatives from the World Service Office.

WSD

The World Service Delegate represents an area at the World Service Conference.

WSO

The World Service Office is the headquarters of the Al-Anon fellowship. It is located at 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617. Telephone (757) 563-1600. Fax (757) 563-1655. Call 1-888-4AL-ANON for meeting information worldwide. On the internet at www.al-anon.alateen.org, or email at wso@al-anon.org.

PURPOSE AND STRUCTURE

Area Assembly

The purpose of the area assembly is to serve, not govern, area Al-Anon and Alateen groups as a means of establishing and utilizing contacts with all groups and with our World Service Office.

The area assembly is composed of one group representative (GR) for each Al-Anon or Alateen group, one district representative (DR) from each district, a chairman, secretary, treasurer, delegate, alternate delegate, information service office liaison, area coordinators and other interested members of the fellowship.

Only group representatives (or their designated alternates) have a vote at area assemblies. Each group is entitled to only one vote at any time. A district representative, officer or coordinator does not have a vote at an assembly unless he or she is also a group representative (or a designated alternate).

The area assembly is a vital link in the chain that leads to the World Service Conference. In Nebraska, this assembly serves the needs of both our area and the Al-Anon Family Groups worldwide by providing a delegate to attend the World Service Conference. The area assembly meets regularly three times a year; a special assembly may be called if necessary. Voting on all policy and procedure issues takes place at assemblies. Motions made from the Assembly floor must be submitted in writing to the Secretary.

Area World Service Committee

The area world service committee (AWSC) is composed of the area chairman, area secretary, area treasurer, delegate, alternate delegate, , information service office liaison, area committee coordinators, DRs and members who have formerly served as delegate. All members of the committee have a voice and vote in the committee's proceedings. A district's alternate DR, together with the DR, may attend this committee meeting once per year. At that time, the alternate DR would have no voice and no vote on the committee. If the alternate DR attends the AWSC **in place of** the DR, the alternate has all of the privileges of the DR. The AWSC meeting is closed to all other members of the assembly.

The purpose of the AWSC is to consider area matters and make recommendations to the assembly with the purpose of informing and unifying the groups in the area. An annual budget of expected area expenses and contributions is prepared by the AWSC and submitted to the assembly for approval. The AWSC also recommends service displays for each area meeting and chooses a member to speak on Saturday evening of assembly weekends.

POLICY

Election Guidelines

No AA member may hold office at an area assembly.

In an election year, these election assembly procedures will be published in the August issue of the *Nebraskanon*.

Procedures for an Election Assembly

1. At the spring assembly, the chairman requests resumes to be submitted for the delegate position. Resumes are to be read at the summer and fall assemblies. Elections are held at the fall assembly.
2. With the exception of coordinators, all candidates for positions should have completed a full three-year term as district representative. (An out-going DR qualifies.) In the event no eligible individual is willing to stand for election, an exception can be made and nominations can be accepted from the floor.
3. The chairman will read Concept Nine prior to commencing voting.
4. Only a group representative (or designated alternate) will be allowed to vote. Eligible voters will be requested to sit in a designated area in order to facilitate accurate counting of votes.
5. Voters will be required to sign in with name, address and group name in order that an accurate number of voters can be determined.
6. Paper ballots will be provided by the secretary.
7. A chalkboard, white board or other method of display will be used by the secretary to tally the votes. At least two non-voting members will be chosen to collect ballots; at least two non-voting members will be chosen to read the collected ballots out loud for the secretary to tally on the chalkboard (or other means of display).
8. A 2/3 majority is required to carry a vote. If no one has the required 2/3 majority after four (4) ballots have been taken and if two (2) candidates each have 40% or more of the total vote, the chairman may ask if anyone wishes to withdraw his name from the ballot.
9. Whether or not any names are withdrawn, another ballot is taken. If still no election occurs, the chairman asks for a motion to close the balloting and allow the choice to be made by lot between the two top candidates. The first candidate drawn is elected.

These procedures should be followed for delegate, alternate delegate and officer positions.

Rotation

While it is sometimes difficult to obtain members willing to serve, the area supports the principle of rotation of service work. Our Twelfth Step asks, in part, that we carry the message to others. Rotation helps to maximize Twelfth Step opportunities for members of the area. Rotation also ensures a broader base of experienced members.

Vacancies

If an area officer resigns, or for any other reason is unable to serve, a DR may be appointed by the chairman to replace the officer until another can be elected to complete the term. This DR remains eligible to be elected for a full three-year term in the position.

Area Schedule**Saturday**

AWSC Meeting
 Sharing Meeting
 GR Meeting
 Action Committees
 DR and Coordinator Reports

Sunday

Assembly
 Reports
 Voting on AWSC recommendations
 New Business
 Alateen Meeting

This is intended as a general outline of activities. Special circumstances often dictate changes to the schedule of events. District representatives are provided with agendas prior to each assembly weekend. Refer to the distributed agenda for the actual schedule of events. An agenda is also printed in the *Nebraskanon*.

Sharing Meeting

Anyone can attend the Sharing Meeting. A district volunteers in advance to choose a format for the meeting and chair it. It is not a business meeting and it is a very good place to start to get to know people. The Seventh Traditions is observed at this meeting.

GR Meeting

Anyone can attend the GR Meeting. All GRs should plan to attend. (Bring your Service Manual with you.) A district volunteers in advance to choose a format for the meeting and chair it. Usually the topic is service-oriented. The Seventh Tradition is observed at this meeting.

Financial

The area supports the financial policy adopted in Concept Twelve, Warranty One which states “that only sufficient operating funds, including an ample reserve, be [our] prudent financial principle.” Sources of area funds include group, district and individual donations and the annual letter of appeal. Funds may also be acquired from the area treasury at the discretion of the assembly.

Reunion

The Area 33 Assembly convenes an Al-Anon/Alateen convention, called the Reunion, each year in September. It is planned and hosted by the Reunion Planning Committee comprised of the Reunion Coordinator, Alternate Delegate, Area Treasurer and volunteers from the districts and members in Area 33.

DUTIES OF ASSEMBLY MEMBERS

GROUP REPRESENTATIVE (GR)*

ELECTED: By individual groups.

TERM: Three (3) years.

RE-ELECTION: Group conscience decision.

DUTIES

- Inform the district representative of group name, meeting time and place
- Inform the district representative of any concerns or suggestions from the group regarding Al-Anon/Alateen world service
- Attend all district meetings and, where possible, other district functions (such as workshops)
- Attend all assembly meetings or send an informed alternate
- Speak and vote for the group conscience at district and area meetings and report back to the group
- Serve the group as *Forum* and *Nebraskanon* representatives

* The alternate group representative serves in the absence of the GR.

DISTRICT REPRESENTATIVE (DR)*

ELECTED: By and from all GRs within a district.

TERM: Three (3) years.

RE-ELECTION: District conscience decision.

DUTIES

- Call and chair all district business meetings (at least three each year recommended)
- Urge all GRs in the district to attend district business meetings and to invite other interested members
- Use district meetings to provide the time and place to discuss problems, ask questions or make suggestions for the unity of Area 33 Al-Anon/Alateen
- Visit each group in the district at least once per year and determine if the group is receiving mail from the district, the area, including the *Nebraskanon*, and from WSO.
- Inform the group of how to make the necessary changes and follow-up with the district or area secretary. (The area secretary can update both area and WSO information.)
- Cooperate with the area chairman in whatever duties may be assigned
- Attend and participate in all area assembly meetings, including the AWSC
- Inform the alternate DR that the alternate is eligible to attend one AWSC meeting per year, without voice or vote
- Prepare a district contact list for the area secretary and keep the secretary and area Web site coordinator informed of any new or disbanded groups
- When hosting the GR Meeting, provide Area 33 Newcomer Pamphlets for distribution to all members attending the assembly for the first time
- Provide a report at assembly summarizing recent district outreach activities, new or disbanded groups or other pertinent service-related news

*The alternate district representative serves in the absence of the DR.

AREA CHAIRMAN

ELECTED: By ballot at the assembly.

TERM: Three (3) years.

RE-ELECTION: Does not succeed self.

DUTIES

- Call and conduct all area assembly and AWSC meetings
- Prepare and communicate area assembly and AWSC agendas prior to assembly weekend
- In election years, provide the *Nebraskanon* with assembly election procedures in time for the August issue of the newsletter
- In the event that the alternate delegate assumes the delegate position, appoint a new alternate delegate from among the current DRs
- On an annual basis, appoint three trusted servants, **not** to include the area treasurer, to conduct an independent review of all financial accounts (i.e. area treasury, area ample reserve, literature treasury, and *Nebraskanon* treasury).
- Contact the WSO to invite a trustee or WSO staff member to attend an area assembly once during the chairman's term.
- Prepare an article for each issue of the *Nebraskanon*.

AREA SECRETARY

ELECTED: By ballot at the assembly.

TERM: Three (3) years.

RE-ELECTION: An area conscience decision, but rotation is recommended.

DUTIES

- Compile and maintain an accurate mailing list of all groups, GRs, DRs, officers and coordinators and send relevant changes to the World Service Office and the area treasurer
- Forward any Alateen group registration requests to the Area Alateen Coordinator, who serves as the AAPP, for submission to WSO
- Record minutes of all meetings and provide them to the *Nebraskanon* editor for publication in the newsletter
- At the conclusion of the AWSC meeting, post any recommendations made by the AWSC in the Assembly room. (This information should be displayed in time for the Saturday assembly meeting.)
- Annually provide assembly members with a list of motions passed by the assembly in the previous year
- Compile a list of Area Assembly motions, carried and not carried, to be updated after each assembly and contained in a notebook held and maintained by the Area Chairperson
- Compile an area telephone contact list to be used as a means of connecting local members to potential members seeking local meeting information
- Prepare an article for each issue of the *Nebraskanon*

- Serve as a member of the Area 33 Guidelines Committee

Special duties of the secretary during an election assembly:

- Display for the assembly (on a whiteboard or by other means) all candidates for each office as it is voted on
- Choose two tellers to help read and count ballots
- Record the results on the whiteboard, making sure that a two-thirds (2/3) majority of all eligible GRs present is recorded for each officer elected

AREA TREASURER

ELECTED: By ballot at the assembly.

TERM: Three (3) years.

RE-ELECTION: An area conscience decision, but rotation is recommended.

DUTIES

- Establish a new checking account, indicating the area chairman and area delegate as additional authorized signers; only one signature is required on all Area 33 checks.
- Establish a new savings account for the ample reserve funds, indicating the area chairman and area delegate as additional authorized signers; the ample reserve goal for Area 33 finances should be 6 months worth of budgeted annual expenses.
- Handle all assembly collections and disbursements, issue receipts, and pay all assembly bills
- Forward the delegate's equalized expense payment to WSO
- Present a financial report at each assembly
- Compose an annual letter of appeal to be printed in the May issue of the *Nebraskanon* and also provided to DRs at the spring assembly
- Reimburse area officers for mileage expenses, related to performance of area duties, at the current rate of reimbursement of \$0.30 per mile
- Reimburse AWSC members, for attendance at assemblies, according to the zone reimbursement schedule in these guidelines. There is **no reimbursement** provided to the AI-Anon information service liaison.
- Reimburse the alternate delegate, literature coordinator, and archives coordinator, for attendance at the Reunion, according to the zone reimbursement schedule in these guidelines
- At the completion of the term, make a final report and transfer funds, by check, to the incoming treasurer
- Prepare a draft budget for presentation at each fall (November) assembly
- Serve as treasurer for Area 33 Reunion and as a member of the Reunion Planning Committee. Coordinates expenses for the Reunion in cooperation with the Planning Committee
- Attend all Reunions (with reimbursement from the area according to the zone reimbursement schedule in these guidelines)
- Pay all Reunion bills from receipts submitted
- Provide a financial report at the assembly immediately following the Reunion
- Prepare an article for each issue of the *Nebraskanon*

AREA DELEGATE

ELECTED: By ballot at the assembly.

TERM: Three (3) years.

RE-ELECTION: May not serve consecutive terms.

DUTIES

- Attend the World Service Conference (WSC) each April and represent the collective group conscience of Area 33 Al-Anon and Alateen groups
- Attend the annual Delegate's Meeting
- When requested and where possible, provide in-person Conference reports at groups, districts, workshops, etc. throughout the area
- Attend all assemblies
- Submit receipts for reimbursement of mileage expenses incurred in the performance of area duties, not including attendance at area assemblies and Reunions
- Be prepared to meet with assembly members to hear their voice on pertinent matters and to present such matters to the Conference secretary in time for placement on WSC agenda
- Prepare an article for each issue of the Nebraksanon

AREA ALTERNATE DELEGATE

ELECTED: By ballot at the assembly.

TERM: Three (3) years.

RE-ELECTION: May not serve consecutive terms.

DUTIES

- Assist the delegate as much as possible in the work of communication with the groups
- Serves as the chairperson of the Area Guidelines Committee
- Serve as the area's *Forum* coordinator; raise assembly members' awareness of the *Forum*, including how to subscribe to it, how to submit articles or photos for publication and how to use it as an outreach tool
- Arrange meeting facilities for all assemblies and the Reunion; cooperate with AA in this endeavor, whenever possible
- Serve as a standing member of the Reunion host committee
- Submit receipts for reimbursement of mileage expenses incurred in the performance of area duties, not including attendance at area assemblies and Reunions
- Become acquainted with the delegate's duties in the event that if the delegate is unable to complete the three-year term, there may be a smooth transition
- Serves as a member of the Reunion Planning Committee
- Prepare an article for each issue of the *Nebraskanon*

NOTE: In the event that the alternate delegate assumes the delegate's position, the area chairman immediately appoints a new alternate delegate to serve until an election can be held. The chairman appoints an alternate from among the current DRs.

REUNION TREASURER

Effective 12/31/2007 the Reunion Treasurer position was eliminated and the duties and responsibilities for same were assumed by the Area 33 Treasurer.

INFORMATION SERVICE LIAISON

ELECTED: By the AIS board.

TERM: Three (3) years.

RE-ELECTION: As per AIS board bylaws.

DUTIES

- Attend all area world service committee meetings
- Provide a report to the assembly summarizing recent service-related activities or items of interest to the area as it relates to the AIS

AREA COORDINATORS

ELECTED: By ballot at the AWSC meeting.

TERM: Three (3) years.

RE-ELECTION: An area conscience decision, but rotation is recommended.

DUTIES

Alateen

- Ensure adherence to Area 33 Alateen Behavioral and Safety Requirements
- Serve as Area Alateen Process Person (see Area 33 Alateen Behavioral and Safety Requirements for specific duties)
- Shall process background checks through the Nebraska State Patrol
- Shall process child abuse checks through the Nebraska Health and Human Services
- Shall forward the AMIAS forms to WSO for sponsor certification
- Shall verify all Alateen group registrations yearly with WSO
- Shall verify all AMIAS certifications yearly with WSO
- Work closely with Reunion host committee to facilitate and coordinate Alateen participation
- Provide a report to the assembly summarizing recent service-related activity and news from WSO
- Submit receipts for reimbursement expenses incurred in the performance of area duties, not including mileage and not including attendance at area assemblies and Reunions (see treasurer's budget)
- Prepare an article for each issue of the *Nebraskanon*
- Serve as a member of the Area 33 Guidelines Committee.

Archives

- Continue to update the Area 33 archives with new materials
- Attend all Reunions (with reimbursement from the area according to the zone reimbursement schedule in these guidelines)
- Provide an archives display at the Reunion
- Provide a report to the assembly summarizing recent service-related activity and news from WSO

- Submit receipts for reimbursement expenses incurred in the performance of area duties, not including mileage and not including attendance at area assemblies and Reunions (see treasurer's budget)
- Prepare an article for each issue of the *Nebraskanon*

Literature

- Area 33 shall be a Literature Distribution Center (LDC). The Literature Coordinator serves as the LDC chairperson.
- Provide a financial accounting of all activities as part of a report given at each Assembly and inform the Assembly of the inventory value of literature, purchases, and revenue from same.
- Update assembly members on all new, revised and discontinued Conference-Approved Literature (CAL)
- Attend all Reunions (with reimbursement from the area according to the zone reimbursement schedule in these guidelines)
- Provide a table of CAL for sale at the Reunion
- Provide a report to the assembly summarizing recent service-related activity and news from WSO
- Submit receipts for reimbursement expenses incurred in the performance of area duties, not including mileage and not including attendance at area assemblies and Reunions (see treasurer's budget)
- Prepare an article for each issue of the *Nebraskanon*

Nebraskanon Editor

- Produce a newsletter composed of pertinent service-related articles and information
- Publish four issues per year, in February, May, August, and December
- Coordinate with the area secretary to maintain an updated list of all registered groups and mail the newsletter free to all registered groups
- Maintain a list of individual and group subscribers to the newsletter; paid *Nebraskanon* subscription shall be \$10.00 per year for paper copies.
- Provide a financial accounting of all activities as part of a report given at each Assembly and if applicable, inform the Assembly of the inventory value of supplies and purchases related to the publication of the *Nebraskanon* newsletter.
- Include area assembly minutes in the May, August and December newsletters
- In an election year, include election procedures (submitted by area chairman) in August issue of the newsletter
- Provide a report to the assembly summarizing the newsletter financial status and other pertinent service-related information
- Prepare an article for each issue of the *Nebraskanon*

Public Outreach

- Keep the assembly and DRs informed of public outreach opportunities and ideas from WSO
- Assist GRs and DRs in carrying the Al-Anon/Alateen message to the public, professionals and institutions
- Establish committees as needed
- Participate on the area Public Outreach Action Committee
- Provide a report to the assembly summarizing recent service-related activity and news from WSO

- Submit receipts for reimbursement expenses incurred in the performance of area duties, not including mileage and not including attendance at area assemblies and Reunions (see treasurer's budget)
- Prepare an article for each issue of the *Nebraskanon*

Reunion Coordinator

- Chairs the Reunion Planning Committee responsible for planning and hosting the Area 33 Reunion
- The Reunion Planning Committee is comprised of the Coordinator, Alternate Delegate, Area Treasurer and volunteers from districts and members in Area 33
- Retains Reunion supplies
- Serve as a member of the Area Guidelines Committee
- Prepare an article for each issue of the *Nebraskanon*

Web Site Coordinator

- See that all fees are paid regarding the Web site
- Assure consistent operation of the Web site
- Maintain the Web site in compliance with Area 33 decisions, i.e., only Al-Anon information will be on or attached to the Web site; list Lincoln and AIS hotline telephone numbers on the Area 33 website homepage.
- Coordinate updates to the Web site meeting schedules according to changes provided only by district representatives or other designated district contact. Groups registered with WSO shall be denoted with an asterisk and a footnote stating "Registered with WSO".
- Update Web site events calendar according to information provided by the chairperson of the specific event
- Attend all area world service committee and assembly meetings
- Serve as Web site contact which includes collecting suggested changes to the Web site, other than those related to meeting information or events calendar, to be presented to AWSC for approval.
- Submit receipts for reimbursement expenses incurred in the performance of area duties, not including mileage and not including attendance at area assemblies and Reunions (see treasurer's budget)
- Respond to Web site email appropriately and in a timely manner

ACTION COMMITTEES

Nebraska Area 33 has adopted the WSO committee structure. This involved the formation of four action committees: Group Services, Fellowship Communications, Public Outreach, and Membership Outreach. During the assembly weekend, the action committee meets once for 1 – 1^{1/2} hours. During the committee meeting, there is a brainstorming session of ideas for projects. Ideas are prioritized and a plan is developed to implement a project. The plan should include tasks, time frames, costs, etc., and a goal for the next meeting. Each committee has a small budget that they may use at their discretion to complete a project. Committee membership consists of DRs and their respective district members, as assigned by the area chairman, as well as other assembly members. In Area 33, committee assignments change annually.

Each committee should elect a chairman (it is suggested that this not to be a coordinator) who, in cooperation with other committee members, will plan the committee's agenda for each meeting and keep the group on task.

Each committee should elect a recorder. The recorder takes minutes of each meeting and maintains a historical file to stay with the committee materials when membership rotates. In this way, new committee members can become familiar with the aims and accomplishments of the previous committee. The recorder also provides the assembly with a brief summary of current activities.

Group Services

The purpose of this committee is to provide accurate, timely information to the Al-Anon fellowship, keep the area mailing list current, strengthen communications between the assembly and existing groups, such as Al-Anon, Alateen, lone members, groups that meet in institutions, etc.; reach out to newly registered or unregistered groups to invite participation and encourage groups to begin a group history record.

Committee membership includes the Alateen coordinator, archivist, area secretary, district Alateen chairmen, former delegates, DRs and GRs as assigned by the area chairman.

Fellowship Communications

The purpose of this committee is to articulate a clear consistent message of hope for family members and friends of alcoholics through our literature, the *Forum*, and our newsletters; to encourage the use of Conference Approved Literature (CAL) and the *Forum*, to encourage members to share their experience, strength and hope in articles for the *Forum* and other literature; to provide guidance on the use of literature and the *Forum* in group meetings and outreach activities, and to encourage the purchase of CAL by agencies outside Al-Anon that may be able to use it to refer potential members to Al-Anon.

Committee membership includes the literature coordinator, *Forum* coordinator, former delegates, district literature chairmen, area chairman, DRs and GRs as assigned by the area chairman.

Public Outreach

The purpose of this committee is to be the area's voice when speaking to professionals and the general public, to attract newcomers and inform professionals about the Al-Anon/Alateen program, to provide knowledge and generate public goodwill toward Al-Anon and to encourage

individual members to become involved in public outreach efforts.

Committee membership includes the public outreach coordinator, area treasurer, former delegates, district outreach chairmen, DRs and GRs as assigned by the area chairman.

Membership Outreach

The purpose of this committee is to find ways to communicate within the fellowship about Al-Anon and Alateen activities, to cooperate and share information, to encourage Al-Anon and Alateen participation in area conventions and service meetings, to renew the commitment to serve and to strengthen unity and actively listen to the concerns of members.

Committee membership includes the *Nebraskanon* editor, Reunion Coordinator, alternate delegate, former delegates, DRs and GRs as assigned by the area chairman.

REUNION GUIDELINES

The Reunion is planned and hosted by the Reunion Planning Committee which is comprised of the Coordinator, Alternate Delegate, Area Treasurer and districts and members from Area 33. Reunion supplies are retained by the Reunion Coordinator and transferred every three years following Area 33 elections.

Reunion Planning Committee Responsibilities

1. Coordinate facility arrangements through the alternate delegate, including verifying dates of the event.
2. Select a theme for the Reunion.
3. Select speakers and plan the program.
 - a. Catalogs from taping companies may be used to research possible speakers. Research costs associated with having the company tape Reunion speaker meetings. If taping is to be done, as a courtesy, ask speakers for permission to tape.
 - b. All speakers must be Al-Anon, Alateen or AA members. The planning committee should provide speakers with guideline *G-1 Members Interested in Speaking*. The planning committee will ask AA members to introduce AA speakers.
 - c. Speakers should be contacted immediately and the Reunion Coordinator should follow up with a written confirmation from each speaker.
 - d. The planning committee should monitor travel arrangements. Economy should be balanced by reasonability.
 - e. The planning committee and the alternate delegate should coordinate in making hotel room reservations for speakers. Reservations should be made in the speakers' names.
 - f. The committee should provide each speaker with a host for the weekend. The host should meet the speaker at the airport or hotel upon arrival, oversee and assist in the speaker's check-in and registration, arrange for local transportation and accompaniment for meals, and provide itemized expense forms to the speaker so that reimbursement for expenses may be obtained.
 - g. Speakers should be encouraged to submit reasonable expenses on the Area 33 Al-Anon/Alateen itemized expense statement. Reasonable expenses include, but are not limited to:
 - a single sleeping room per night
 - mileage (airfare or \$0.30 per mile round trip for auto)
 - meals

Note: The cost of Reunion registration is waived for speakers.
4. Include the area Alateen coordinator in the Reunion planning. Ask for coordinator's help in preparing an Alateen program and raffle.
5. Form a raffle committee. Alateen coordinator should be a member.
 - a. The assembly will choose raffle item(s). The raffle is to be the only Reunion fundraiser.
 - b. Tickets should be of one consistent color other than red. If there is to be an Alateen raffle, those tickets should be red.
 - c. The purchase, distribution and collection of tickets and prizes should be overseen by the planning committee or, for the Alateen raffle, by the Alateen coordinator. Proceeds realized from the Alateen raffle should be earmarked for Alateen expenses.
 - d. The planning committee will distribute tickets to DRs. Distribution of unsold tickets may take place at assemblies or via U.S. Mail. **Sold tickets may not be returned via U.S. Mail.**

- e. Districts should begin selling raffle tickets as soon as possible. Tickets should also be for sale at the Reunion. Tickets should be sold only at events with Al-Anon participation.
 - f. Drawing for prizes will take place Saturday night of the Reunion. At that time, districts and individuals must have turned in all tickets and money to the host committee. Ticket-holders need not be present to win.
 - g. Costs to provide a raffle item come from the area treasury. The Alateen treasury pays for an Alateen raffle item.
6. The planning committee should work closely with the area treasurer in deciding whether or not to provide coffee. Coffee is not required to be provided if the cost is prohibitive. IF the committee decides to provide coffee, the following guidelines should be followed:
- a. form a coffee committee and make the members familiar with these guidelines
 - b. monitor the refilling of coffee urns
 - do not let staff refill urns that are not empty
 - order half urns if that is all that's needed
 - request a receipt for each urn; have a committee member initial the receipt after checking the volume and price of what was ordered
 - c. coffee should be sold at a price that covers the cost of providing it, taking into consideration the size of the cups
7. Designate a planning committee member to make flyers.
- a. Compare the cost for copying flyers.
 - b. Provide brief information, in the form of an article, to the Web site coordinator and to the *Nebraskanon* editor for publication in the December issue of the newsletter.
 - c. Print 200-250 detailed flyers for the spring assembly of the year of the Reunion. Supply the *Nebraskanon* editor with enough copies for the May issue of the newsletter. Have 200 – 250 copies available at the summer (June) assembly meeting. Remaining flyers and additional ones, if necessary, should be distributed by the planning committee at other program events throughout the summer.
 - d. All flyers should contain date and location information about the Reunion, including how to contact the hotel for reservations and a reminder to mention Al-Anon when doing so, in order to achieve the correct room rate.
 - e. Provide a flyer, or all of the information contained on the flyer, to the Web site coordinator for posting on the Area 33 Web site calendar of events.
 - f. The WSO Al-Anon/Alateen Member's website provides an on-line Calendar of Events for listing upcoming area events, under the link for Al-Anon's magazine, *The Forum*. A planning committee member should contact *The Forum* 6 months in advance of the Reunion with accurate event dates and contact information. See <http://www.al-anon.alateen.org/members/forum.php> for an example of what to provide.
8. Program Planning
- a. Print 100 copies of detailed program information to hand out during registration.
 - b. The planning committee may choose decorations for head tables and displays, if appropriate.
 - c. The planning committee should present each speaker with a commemorative gift.
 - d. The Reunion Coordinator should request door prizes to be donated from groups and districts throughout the area. ONLY Conference-Approved Literature (CAL) may be donated as door prize material. Drawings should take place throughout the weekend at the registration table and only by the planning committee. It is suggested to have a white board or some other method of displaying the names of winners and the titles of their respective prizes. Prizes should be claimed at the registration table.

9. Registration

- a. Staffing of the registration table should be the responsibility of the planning committee. It is suggested that 2 or 3 members staff the table at all times; the planning committee, may solicit the help of members in attendance in staffing the table.
- b. Checks may be written for the amount of registration only. Checks should be made out to “Nebraska Al-Anon Reunion”. The assembly sets the registration fee.
- c. Registration badges can be filled out by the registrant. He or she is free to use full name or first name only.
- d. Cost of registration is currently \$15 for Al-Anon and AA members and \$5 for Alateen members. Reunion registration for Saturday evening only is currently \$5.00 with registrant receiving a different colored name tag to distinguish from a full registrant.

Note: The cost of Reunion registration is waived for speakers.

10. The area treasurer should provide a complete financial statement to the reunion coordinator, at the assembly following the Reunion.
11. All expenses should be turned in to the area treasurer by the time the next assembly meets. Committee members’ expenses for items such as postage, copying and long-distance phone charges are eligible for reimbursement. All expenses should be submitted on an expense form.
12. The reunion coordinator should recognize and thank planning committee members and volunteers. This can be done from the podium at the closing of the last speaker meeting. In addition to this, the alternate delegate, as facilities liaison, should send a letter of thanks to the facility manager and staff.
13. The planning committee is responsible for removing any display materials used throughout the weekend, i.e. Steps, Traditions and Concepts banners.
14. Provide the *Nebraskanon* Editor a summary of a survey of Reunion participants for publication in the December *Nebraskanon*. Make available the survey results verbatim for the March Assembly.

NOTE:

1. Involve as many people from the districts as possible in planning the Reunion. Even members who are not able to attend the Reunion weekend can be on the planning committee.
2. The area archives should be displayed at each Reunion. The literature coordinator should also have a sale table set up every year. The Steps, Traditions, Concepts and area map should be displayed prominently in the speaker meeting hall. (Area map to be provided by the alternate delegate.)
3. Meetings are opened with a moment of silence followed by the Serenity Prayer and the reading of the Steps, Traditions and Concepts. An anonymity statement is also read.
4. The Reunion planning committee will be provided with a guest room for its use. If the hotel does not provide the room, it will be paid from the area treasury.

EQUALIZED EXPENSE REIMBURSEMENT

Zone reimbursement is an attempt to estimate the economic impact of travel, lodging, and meals for persons coming from different parts of the area to the assembly meeting. It is not based on exact mileage, but an approximation. Zones A extends to roughly a 25-mile radius from the assembly location; Zone B a 50-mile radius; Zone C a 100-mile radius; Zone D a 150-mile radius; Zone E a 200-mile radius; Zone F a greater-than-200-mile radius. Reimbursement for each zone varies according to the service position the member holds.



