

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.

December, 2019

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

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 17 districts.

DR

District representatives: our area has 17 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.

NRDM (NORTHWEST REGIONAL DELEGATE'S MEETING)

An annual meeting of Area Delegates, Alternate Delegates, Past Delegates and interested members of Al-Anon. It is a Regional business meeting of Delegates and as such non-Delegates in attendance have voice but no vote in regards to motions.

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.

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.

KBDM**Knowledge Base Decision Making****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

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.

1. 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.
2. The chairman will read Concept Nine prior to commencing voting.
3. 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.
4. Voters will be required to sign in with name, address and group name in order that an accurate number of voters can be determined.
5. Paper ballots will be provided by the secretary.
6. 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).
7. 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.
8. 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

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

Sharing Meeting
GR Meeting/Workshop
Committee Meetings

Assembly Meeting - Saturday

Officer, Coordinator and DR Reports
Voting on AWSC Recommendations
Old Business
New Business

AWSC Meeting - Sunday

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 and GR Meetings

A district or group of members volunteer in advance to choose a format for the Sharing and GR meetings and to chair each meeting.

Sharing Meeting

Anyone can attend the Sharing Meeting. It is not a business meeting and is usually very informal in nature. The Seventh Tradition is observed at this meeting.

GR Meeting

Anyone can attend the GR Meeting. All GRs should plan to attend. Usually the topic is service-oriented so it is recommended to bring a copy of the current Al-Anon/Alateen Service Manual. The Seventh Tradition is observed at this meeting.

Workshop Meeting

Occasionally a workshop or special report will be held in place of the GR 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. 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.

Removal of Trusted Servant not Fulfilling Their Responsibilities

1. Concerns would be brought to the Area Chairperson and Alternate Delegate regarding attendance at required meetings and/or fulfillment of responsibilities of the service position description.
2. Removal consideration would be appropriate under the following conditions:
 - a) Failure to attend two (2) consecutive meetings as listed in the Service Position Description, without acceptable notice
 - b) Failure to carry out the responsibilities as listed in the Service Position Description.
3. The Area Chairperson would then be responsible to discuss the concerns with the member in question to assure fairness in dealing with the member.
4. The Area Chairperson would explain the situation and make a recommendation to the AWSC to remove or retain the member in question.
5. If the recommendation is to remove the member and they hold a Coordinator position, the AWSC would vote to remove.
 - a) If removed the AWSC would then nominate and elect a replacement at their earliest convenience
6. If the member holds an Officer position, the AWSC would vote to make a recommendation to remove the member to the General Assembly
 - a) If the General Assembly votes to remove the Officer they would then nominate and elect a replacement at their earliest convenience

Redistricting Guidelines

- Per the definition of a “district” in the Al-Anon/Alateen Service Manual, district boundaries are determined by the Area World Service Committee (AWSC), with the approval of the Assembly.
- District boundary discussions can be originated by the AWSC.
- Districts, groups, or members can use the links of service to forward district boundary discussions to the AWSC for consideration.
- All groups in a district will be physically located within the geographic boundaries of a defined district.
- The layout of districts in the Area should “make sense” with respect to time and distance to travel for District Representatives (DRs) to visit groups and for Group Representatives (GRs) and the DR to convene for business meetings.
- Knowledge-based decision-making principles will be employed when considering all matters of significant impact to the Area.
- Impacted groups will be given ample notice and opportunity to participate in meaningful discussions at the district level before any final recommendations are brought to the AWSC, but 100% agreement on the recommendation among the affected parties will not be required. In keeping with Warranty Three of Concept Twelve, “...all important decisions will be made by discussion, vote, and, wherever possible, by substantial unanimity.”

Procedure

1. A DR may request the AWSC to consider a change of boundaries. Before putting the issue on the agenda, the AWSC suggests that the following questions be considered during at least two consecutive district business meetings or other events convened for the purpose of discussing the issue (i.e., an ad-hoc meeting or workshop scheduled for the purpose of discussing district boundaries):
 - a) Will a change in boundaries enhance the DR’s ability to visit every group?
 - b) Would a change be beneficial for future growth patterns?
 - c) Will a change enable better membership outreach to groups impacted by the change?
 - d) Will a change enable better public outreach to the parts of the Area served by the district?
 - e) Is there a better way to perform the functions in the district than with a change to the boundaries, i.e. using the Alternate DR more effectively?
 - f) Will the new districts be able to support themselves financially and be able to fill the necessary service positions, i.e. DR, Alternate DR, Secretary, Treasurer, etc.
 - g) Will any groups be “cut off” or left unaccounted for under the proposed

boundary change?

h) What other reasons are there for proposing the change?

1. After consideration of the above questions, the item should be brought to the Area Chair for inclusion on the next AWSC agenda. The DR (or DRs) proposing the change should be prepared to present the results of the district-level discussions on the issue.
2. The AWSC would then follow the KBDM process and include all information presented by the DR (or DRs) as part of their discussion.
3. When the AWSC holds a discussion regarding a change of boundaries, the following questions should be considered during at least two consecutive AWSC meetings:
 - a) Will the proposed change help to provide Area services to an under-served population?
 - b) Will the proposed change foster better participation at the Area from impacted groups?
 - c) Can the Area financially support the proposed change?
 - d) Can the Area provide adequate other support (i.e., support from the Delegate, Alateen Coordinator, Literature Coordinator, Reunion, Public Outreach Coordinator, and newsletter?)
 - e) Is there information from the impacted districts that should be considered?
1. If the AWSC determines the potential changes have merit, the following steps should be followed to notify groups of the potential change and solicit their input:
 - a) Prepare a map of new proposed boundaries.
 - b) Using the group's Current Mailing Address (CMA), provide each group with a written summary of the proposed changes and a copy of the proposed map.
 - c) Notify groups through district announcements, information posted to web sites, mail sent to the CMA, and other convenient methods of communication (e.g., email or distributed flyers) that there will be time scheduled during at least two consecutive district business meetings to discuss the proposed changes. Encourage all GRs and interested members to attend.
 - d) Record minutes of the discussions and make the minutes available to GRs and members through mail sent to the group's CMA, via the Area website, and via other convenient methods of communication (e.g., email or newsletter).
 - e) Notify groups through district announcements, information posted to web

sites, mail sent to the CMA, and other convenient methods of communication (e.g., email or distributed flyers) of the date, time, and place when a vote will be held on the issue. If known, this information can be published at the same time as the minutes of the discussion meetings.

IMPORTANT: Make it clear to voting members that their vote is not binding. The AWSC determines district boundaries, with the approval of the Assembly. The vote is necessary and important as a measure of the degree of support for the change among impacted groups.

- f) Take a vote at the appointed time and place and record the minutes of the proceedings and results of the vote. Make the minutes available to GRs and members through mail to the group's CMA, via the Area website, and via other convenient methods of communication (e.g., email or newsletter).
- g) If the vote in favor of a change of boundaries passes, the DR should notify the Area Chair so the issue can be put on the agenda for the next meeting.
- h) The AWSC will consider the issue, as described above, and determine whether to recommend a change for vote by the Assembly.

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 group to forward all changes to DR**
- 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 **Group Records Coordinator**
- Assure new GR's know where to find Area 33 Newcomer Pamphlets
- Provide a report at assembly summarizing recent district outreach activities, new or disbanded groups or other pertinent service-related news
- **DR to update all NE website changes for your District Groups**

*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).
- Provide Literature and Nebraskanon financial reports to Area Treasurer for inclusion in annual IRS filing
- 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* or if there is new information
- Maintain list of Area 33 motions carried and not carried, to be updated after each assembly and contained in a notebook provided by the Area Secretary

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 DRs, officers and coordinators and send relevant changes to the World Service Office and the area treasurer
- Provide DR's with a list of registered groups and their contact information by District at the first Assembly of each year. Instruct the DR's to review the information with their districts and forward any corrections to the Area Secretary/Group Records Coordinator
- Forward any Alateen group registration requests to the Area Alateen Coordinator, who serves as the AAPP, for submission to WSO
- Notify *Nebraskanon* Editor and Website Coordinator of any group record changes
- Record minutes of all meetings and provide them to the *Nebraskanon* editor for publication in the newsletter
- Provide AWSC minutes to all AWSC members within 2 weeks following 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

- Maintain list of Area 33 motions carried and not carried, to be updated after each assembly and contained in a notebook provided by the Area Secretary
- Prepare an article for each issue of the *Nebraskanon* or if there is new information
- 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 provided to DRs at the spring assembly
- Reimburse area officers for mileage expenses, related to performance of area duties, unrelated to Assembly travel at the current rate of \$0.30 per mile
- Reimburse AWSC members, for attendance at assemblies, according to the zone reimbursement schedule in these guidelines.
- Reimburse the Reunion Coordinator, Alternate Delegate, Literature Coordinator, Alateen Coordinator, 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 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* or if there is new information

- File annual IRS income taxes

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 *Nebraskanon* or if there is new information
- Prepare and present a report from the World Service Conference in June

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* or if there is new information

NOTE: If 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.

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 **WSO and** 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 **a National Background check and fingerprint**
- Shall process child abuse checks through the Nebraska Health and Human Services
- Shall **submit** the **new** AMIAS **information** 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* or if there is new information**
- Serve as a member of the Area 33 Guidelines Committee
- **Must be an AMIAS**
- **Serve as a resource to answer questions about Alateen rules and procedures**

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 archive 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* or if there is new information

Group Records Coordinator

- Compile and maintain an accurate mailing list of all DRs, officers and coordinators and send relevant changes to the World Service Office and the area treasurer
- Provide DR's with a list of registered groups and their contact information by District at the first Assembly of each year. Instruct the DR's to review the information with their districts and forward any corrections to the Area Secretary/Group Records Coordinator
- Forward any Alateen group registration requests to the Area Alateen Coordinator, who serves as the AAPP, for submission to WSO
- Notify Nebraskanon Editor and Website Coordinator of any group record changes
- 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* or if there is new information

Literature

Area 33 shall be a Literature Distribution Center (LDC). The Literature Coordinatr serves as the LDC Chairperson.

REPORTS

- Provide a financial accounting of all activities (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)
- Relay literature-related news from the World Service Office (WSO)
- Provide a table of Conference Approved Literature for sale at all Assemblies and the Reunion
- Provide a report to the assembly summarizing recent service-related activity
- Provide an article for the *Nebraskanon* or if there is new information

ACTIVITIES

- Attend all Assemblies and the Reunion (with reimbursement from the area according to the zone reimbursement schedule in these guidelines)
- Provide a table of Conference Approved Literature for sale at all Assemblies and the Reunion

FINANCES

- Set up a checking account under the legal name of Nebraska Area 33 AFG Inc. dba Area 33 Literature, using Nebraska Area 33 AFG Inc's tax-exempt ID number, ensuring ownership of the account is Nebraska Area 33 AFG Inc and not the individual member who is the Literature Coordinator (avoiding potential confusion and tax consequences of member's assets and Nebraska Area 33 AFG Inc's assets)
- 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)

- Provide year-end financial report to Area 33 Chairperson for annual review and remind auditor(s) to forward copy to treasurer for record maintenance in compliance with non-profit tax status
- File annual Sales Tax Report Form 10 to the Nebraska Department of Revenue by January 20 (can be completed manually or electronically)

RESPONSIBILITIES

- Use Guideline for Excess or Outdated Literature for determining distribution of outdated/excess literature
- At end of term, relay information on filing sales tax (manually or electronically) to new Literature Coordinator when transferring literature and cash from checking account
- Provide information on use of Square and Square Dashboard for sales, inventory and accounting uses (if applicable)

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 a free will offering of at least \$10 for paper copies.
- Provide a financial accounting of all activities as part of a report given at each Assembly and if applicable
- 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
- Prepare an article for each issue of the *Nebraskanon* or if there is new information
- Provide year-end detailed financial report to Assembly
- Send the *Nebraskanon* through e-mail

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* or if there is new information

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 or if there is new information

Web Site Coordinator

- See that all website related fees are paid. This includes hosting, domain registration, G-Suites account, security software, plugins, themes, etc.
- Assure consistent operation and security of the website. Ensure that the most current version of all software, including WordPress, plugins, themes and other components are kept up to date. Ensure that the website has security software enabled to protect against hacking and malware. Maintain SSL certificate for the website. Troubleshoot and research any website issues. Maintain regular back-ups of the website.
- Assure that all content posted to the website follows guidelines published by the WSO and Area 33. WSO guidelines include Publication G-40 "Guideline for Al-Anon Web Sites" and the most current version of the Al-Anon/Alateen Service Manual
- Assure that Anonymity Guidelines are followed. No last names or initials are permitted on the website except when posting information or articles already made public by WSO (for example, WSO approved Forum Articles). No member addresses or phone numbers or employer names/affiliations are permitted. No Alateen names are permitted
- Maintain the website in compliance with Area 33 decisions. Only Al-Anon information will be on or attached to the Web site. List Lincoln and AIS hotline telephone numbers on the Area33 website homepage. Post the most current version of the Area 33 Newcomer Pamphlet and Area 33 Guidelines
- Update the website events calendar to include Al-Anon events in Nebraska
- Attend all Area World Service Committee and Assembly Meetings
- Respond to website email appropriately and in a timely manner
- Process additions and changes to the website meeting list as received from the Area 33 Group Records Coordinator. Meeting change requests not received from the Area 33 Group Records Coordinator should be verified with the WSO public website. Requests that cannot be verified with the WSO public website should be referred to the Area 33 Group Records Coordinator for assistance
- Collect suggested changes to the website and present suggestions that fall outside the scope of these guidelines the AWSC for consideration
- Post current Al-Anon articles, guidelines, communications and documents published and released by the WSO for such purposes. Selection of materials can be decided by the website coordinator.

- Remove articles, guidelines, communications and documents which have become outdated
- 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)
- Maintain Area Documents in the Nebr-al-anon-alateen G-Suites Drive account and grant viewing access to AWSC members. Documents should include Nebraskanon publications, Assembly Minutes, AWSC minutes, Current Contact information for Districts and AWSC members, as provided by the Group Records Coordinator, Area Guidelines, AWSC and Assembly Meeting Agendas, Nebraska Delegate's Reports, supporting documentation related to AWSC positions (position guidelines, contacts, other
- miscellaneous documents as provided by past or current AWSC members), other documents produced by the AWSC
- Prepare an article for each issue of the Nebraskanon or any new information
- Develop and/or update procedures related to the duties associated with the website coordinator position and provide training for the newly elected coordinator

COMMITTEES

During the assembly, the committees meets once for 1 to 1-1/2 hours. Each committee has a small budget that they may use at their discretion. In keeping with the seventh tradition the basket will be passed in each committee to help defray expenses for the Assembly.

Each committee should elect a recorder. The recorder takes minutes of each meeting. e. The recorder also provides the assembly with a brief summary of current activities.

Public Outreach Committee

- 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, who shall act as the chairperson of the committee, and other interested Assembly members

Alateen Committee

- This group will take advantage of this time to meet with the Alateen Coordinator to discuss Alateen issues, and if possible, do some training of the Al-Anon Members Involved In Alateen Service (AMIAS) for their certification. The Area Alateen Coordinator shall act as chairperson for this committee, membership is open to registered AMIAS and those Area members interested in Alateen or becoming an AMIAS.

Reunion Committee

- The Reunion committee plans and hosts the annual Reunion. The Area Reunion Coordinator shall act as the chairperson for this committee, membership consists of the Reunion Coordinator, Area Alternate Delegate, Area Treasurer and Area 33 volunteers which may be individuals or Area Districts.

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
 - a) Coordinate facility arrangements through the alternate delegate, including verifying dates of the event.
 - b) Select a theme for the Reunion.
 - c) Select speakers and plan the program.
- 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.
- 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.
- Speakers should be contacted immediately, and the Reunion Coordinator should follow up with a written confirmation from each speaker.
- The planning committee should monitor travel arrangements.
- The planning committee and the alternate delegate should coordinate in making hotel room reservations for speakers. Reservations should be made in the speakers' names.
- 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.
- 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 pay for gas round trip for auto)
 - meals
- **Note:** The cost of Reunion registration is waived for speakers.
 - a) Include the area Alateen coordinator in the Reunion planning. Ask for coordinator's help in determining an Alateen program
 - b) Form a fundraiser committee. Alateen coordinator should be a member.
 - a) The Fundraiser Committee will choose raffle item(s). The Fundraiser Committee shall decide on what type of fundraisers to use, which must be consistent with Al

- Anon/Alateen traditions and the Service Manual.
- 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.
- 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.
- c) 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 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 copies available at the summer 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.
- d) 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.
- e) 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 registration only. Checks should be made out to "Nebraska Al-Anon Reunion". The assembly sets the registration fee.
 - c) Cost of registration **for the weekend** is \$20 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.
- f) The area treasurer should provide a complete financial statement to the reunion coordinator, at the assembly following the Reunion.

- g) 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 etc. are eligible for reimbursement. All expenses should be submitted on an expense form.
- h) 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.
- i) The planning committee is responsible for removing any display materials used throughout the weekend, i.e. Steps, Traditions and Concepts banners.
- j) 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:

- a) 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.
- b) 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.)
- c) 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.
- d) The Reunion planning committee will be provided with a guest room **to be used as Hospitality Room**. If the hotel does not provide the room, it will be paid from the area treasury.

Reimbursement Chart

<u>Position</u>	<u>Reimbursement Zone</u>						
	A	B	C	D	E	F	G
Officers/Coordinators	\$0	\$45	\$65	\$115	\$120	\$125	\$130
Dist. Representatives/AIS	\$0	\$20	\$25	\$30	\$35	\$40	\$45
Past Delegates	\$0	\$20	\$35	\$60	\$62	\$65	\$70

AREA EXPENSE REIMBURSEMENT

Zone reimbursement is an attempt to estimate the economic impact of travel, lodging, and meals for Area Officers, Coordinators and members of the AWSC coming from different parts of the area to the assembly meeting. Mileage is based on the shortest mileage shown from city to city using MapQuest or Google Maps. Zones A equals 0 to 25 miles from the assembly location;

Zone B equals 26 to 50 miles from the assembly location; Zone C equals 51 to 100 miles from the assembly location; Zone D equals 101 to 150 miles from the assembly location; Zone E equals 151 to 200 miles from the assembly location; Zone F equals 201 to 250 miles from the assembly location; and Zone G equals greater-than-250-mile from the assembly location. Reimbursement for each zone varies according to the service position the member holds.

NEBRASKA AFG AREA 33 DISTRICT MAP

