



# ***NH Area 35 Handbook and Job Descriptions***

<b>CONTENTS</b>	<b>PAGE</b>
Participation is the Key to Harmony	3
• Preface	3
• Service Tools	3
• Service Sponsor	3
• Elected Alternates	3
Area Assembly	4
• Group Representatives	4
Area World Service Committee	4 - 12
• District Representatives	4
• Area Officers	4 - 7
• Chairperson	4 - 5
• Secretary	5 - 6
• Treasurer	6
• Delegate	6
• Alternate Delegate	6 - 7
• Past Delegate	7
• Coordinators/Liaisons	7 - 12
• Alanews Coordinator	7
• Alateen Coordinator	7 - 8
• AA Liaison	8
• Answering Service Coordinator	8
• Archives Coordinator	8 - 9
• Area Alateen Process Person (AAPP)	9
• Convention Coordinator	9 - 10
• Forum Coordinator	10
• Group Records/Meeting Lists Coordinator	10
• Historian	10
• Literature Distribution Center Coordinator	11
• Literature Coordinator	11
• Public Outreach Coordinator	11
• Website Coordinator	11 - 12
World Service Conference (WSC)	12
World Service Office (WSO)	12
Process for Submitting a Candidate to WSO for a World Service Position	12
Common Procedures	13 - 14
• Election Timetable	13
• AWSC Expenses	13
• Literature Sales	13
• Flyers	14
• Drawings	14
Resources	15
Links of Service	16
Index	17 - 18

## **PARTICIPATION IS THE KEY TO HARMONY (Concept 4)**

### **Preface**

The job descriptions printed within the ***NH Area 35 Handbook and Job Descriptions*** document are intended to emphasize work done within NH Area 35 to help our trusted servants better function within our Area. The ***AI-Anon/Alateen Service Manual*** and the ***AI-Anon Guidelines*** include more comprehensive information as well as additional duties beyond the scope of this document. The ***AI-Anon/Alateen Service Manual*** and the ***AI-Anon Guidelines*** may be used to provide guidance until the Assembly amends this ***NH Area 35 Handbook and Job Descriptions*** document.

### **Service Tools**

Every AI-Anon and Alateen member is encouraged to own and study the ***AI-Anon/Alateen Service Manual***. The manual gives a clear and concise picture of the AI-Anon fellowship, its purpose and functions and how it helps us to resolve group problems and maintain unity.

In order to practice Knowledge Based Decision Making (KBDM) in NH Area 35 affairs, it is essential that every AI-Anon and Alateen member become familiar with and bring to every Area Assembly and Area World Service Committee (AWSC) meeting for direct reference the following documents:

- ***AI-Anon/Alateen Service Manual;***
- ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures;***
- ***State of New Hampshire Area 35 AI-Anon Members Involved in Alateen Service (AMIAS) Requirements;***
- ***New Hampshire AI-Anon/Alateen Area 35 Convention Guidelines;***
- ***NH Area 35 Handbook and Job Descriptions;***
- ***NH AI-Anon/Alateen Area Assembly Spiritual Agreement between the Assembly and the Board***
- ***New Hampshire Area 35 KBDM Guidelines***

### **Service Sponsor (See P-88)**

It is encouraged that every AI-Anon/Alateen member utilize a Service Sponsor. A Service Sponsor guides a member in applying the Traditions and Concepts of Service and shares experience, strength and hope while giving service to AI-Anon.

### **Elected Alternates:**

- Attend service meetings;
- Become acquainted with all aspects of the service position;
- Fulfill the duties of the position on a temporary basis as circumstances require;
- Complete the term and fulfill the duties of the position if it becomes vacant.

## AREA ASSEMBLY

The Area Assembly is comprised of Group Representatives (GRs) (or elected Alternate GRs), District Representatives (DRs) (or elected Alternate DRs), Coordinators, Officers and the Delegate. Group Representatives vote. Individual members are encouraged to attend and have voice.

### **Group Representative (GR)** (See G-11; other related guidelines G-8a, G-8b, G-27, G-41):

- Attends district and Area Assembly meetings;
- Votes their conscience, as afforded by Concept Three, when something arises that has not been discussed previously by their group;
- Serves as a communication link between the group and the district as well as the group and the Assembly;
- Works through the district in helping to initiate Public Outreach service projects;
- Encourages personal and group subscriptions and the use of **The Forum**;
- Keeps the Alternate GR involved and informed of all group, district and Area Activities;
- Informs group members of group responsibilities to district, Area and WSO of being self-supporting through Tradition 7;
- Encourages participation through service (Concept 4);
- Ensures that the group has a Current Mailing Address (CMA);
- Ensures completion and return of annual group data sheet to WSO;
- Fulfills such other duties as may be determined by the group's autonomy in keeping with AI-Anon/Alateen principles as outlined in the **AI-Anon/Alateen Service Manual** and the **NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures**.

## AREA WORLD SERVICE COMMITTEE (AWSC)

The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups. The AWSC is composed of Area Officers, District Representatives or their elected alternates, Coordinators and Liaisons.

### **District Representative (DR)** (See G-37, G-15; other related guideline G-41):

- Attends AWSC meetings and Area Assemblies;
- Calls and chairs district meetings at regular intervals;
- Serves as a communication link between the groups and NH Area 35;
- Visits periodically the groups in his/her district;
- Helps the GRs understand and apply the Traditions and Concepts of Service;
- Prepares GRs for Area Assembly meetings;
- Checks the Current Mailing Address (CMA) with each GR in the district for accuracy to ensure mail is reaching each group;
- Keeps the Alternate DR involved and informed of district and Area activities;
- Is a member of the current WSO electronic community for District Representatives;
- Fulfills such other duties as may be determined by the district's autonomy in keeping with AI-Anon/Alateen principles as outlined in the **AI-Anon/Alateen Service Manual** and the **NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures**.

## AREA OFFICERS:

### **Chairperson:**

- Conducts all Area Assemblies and AWSC meetings;

- Arranges for meeting place and schedules meetings for the year by the November AWSC meeting if possible;
- Shall plan all AWSC agendas;
- Sends out agenda of upcoming meeting to all AWSC members:
  - Suggested timeframe for sending AWSC agenda is at least two (2) weeks prior to the upcoming AWSC meeting,
  - Suggested timeframe for sending Area Assembly agenda is at least two (2) weeks prior to the upcoming Area Assembly meeting;
- Shall conduct all Area meetings in an orderly manner;
- Ensures the implementation of the **New Hampshire Area 35 KBDM Guidelines**;
- Clarifies at each Area meeting the effect of abstaining by reviewing the Voting Options in Article XII of the **NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures** and/or using an example such as the following: if a quorum of 20 is present, and ten voting members abstain, the remaining ten member's votes will decide the outcome of the motion as the quorum remains present. The number of votes needed to pass under this example would change from 14 to 7;
- Receives pass/failure results of the AMIAS background investigation from the Private Investigator. The report is sent to the Area Alateen Process Person (AAPP) and the Alateen Coordinator to be filed in the AMIAS folder;
- Makes provisions for all Area business functions and operations;
- Addresses concerns regarding the performance of AWSC members;
- Appoints a DR to temporarily fill any open or unfilled Officer position until an Assembly can be called;
- Is a member of the current WSO electronic community for Chairpersons;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the **AI-Anon/Alateen Service Manual** and the **NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures**.

#### **Secretary:**

- Attends AWSC & Area Assembly meetings;
- Compiles and updates complete NH Area 35 Contact Mailing list of all District Representatives (DRs), Area Officers, Coordinators and Past Delegates (Past Delegates presently attend AI-Anon meetings in NH Area 35);
- Makes available at every Area meeting:
  - **NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures,**
  - **State of New Hampshire Area 35 AI-Anon Members Involved in Alateen Service (AMIAS) Requirements,**
  - **New Hampshire AI-Anon/Alateen Area 35 Convention Guidelines,**
  - **NH Area 35 Handbook and Job Descriptions,**
  - **NH AI-Anon/Alateen Area Assembly Spiritual Agreement between the Assembly and the Board**
  - **New Hampshire Area 35 KBDM Guidelines**
  - NH Area 35 Contact Mailing List,
  - Sign-in sheet,
  - Voting cards for voting members,
  - Name cards and name tags,
  - Motion forms,
  - Extra copies of minutes needing approval;
- Sends out minutes to all AWSC members:
  - Suggested timeframe for sending AWSC minutes is within two (2) weeks after each AWSC meeting,
  - Suggested timeframe for sending Area Assembly minutes is within one (1) month after each Area Assembly;
- Keeps a count of voting members and guests at all Area meetings;
- Takes minutes at Area meetings and gives original to Archives Coordinator upon approval;
- Carefully records all AWSC and Area Assembly motions and gives a copy of each motion to the Archives Coordinator;

- Maintains and brings a binder with approved minutes and approved motions of all AWSC and Area Assembly meetings for the current three (3) year term to every Area meeting. Transfers binder to Archives Coordinator at the end of the three (3) year term;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Treasurer** (Related guideline G-41):

- Attends AWSC & Area Assembly meetings;
- Shall have:
  - basic knowledge of bookkeeping and related computer skills;
- Makes written financial reports for every Area meeting;
- Is a member of the current WSO electronic community for Treasurers;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Delegate:**

- Attends AWSC & Area Assembly meetings;
- Represents all groups in the Area by attending the annual World Service Conference (WSC);
- Is the primary communication link between the groups and the World Service Office (WSO);
- Brings issues of concern to the attention of the Conference;
- Brings the views and spirit of the AI-Anon Family Groups back to the Area;
- Gives the Conference report to the Area Assembly;
- Provides ongoing information to the AWSC and the Assembly from the WSO;
- Acts jointly with the Alternate Delegate to appoint Area Coordinators subject to the approval of the AWSC;
- Reviews with Alanews Coordinator all potential Alanews postings for traditional appropriateness;
- Reviews with Website Coordinator all potential AI-Anon and Alateen postings and content that is not AI-Anon or Alateen related for traditional appropriateness;
- Serves as a contact within the Area if a Coordinator is unavailable;
- Works closely with the Alternate Delegate to keep the Alternate informed of all communication between the WSO and the Area in case the Delegate cannot fulfill the Delegate's duties;
- Is a member of the current WSO electronic community for Delegates;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Alternate Delegate:**

- Attends AWSC & Area Assembly meetings;
- Works alongside the Delegate in communicating with groups;
- Acquaints him/herself with all the Delegate's duties;
- Acts jointly with the Delegate to appoint Area Coordinators subject to the approval of the AWSC;
- Serves as AI-Anon Information Service (AIS) Liaison with the WSO;
- Serves as Chair of the Candidate Review Committee (See Process for Submitting a Candidate to WSO for a World Service position);
- Serves as AAPP if the position is vacant;
- Completes the Delegate's term if the Delegate is unable to do so;

- Shall be appointed Alternate Chairperson when necessary;
- Is a member of the current WSO electronic community for Alternate Delegates;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Past Delegate:**

- Provides service experience by attending Area meetings with voice;
- May serve as an *ad hoc* committee member, special project coordinator and may fulfill other service as requested by the Area;
- Is a member of the current WSO electronic community for Past Delegates.

#### **COORDINATORS and LIAISONS (including but not limited to):**

- Coordinator/Liaison positions can be created or eliminated by vote of the Area Assembly following a recommendation from the AWSC. No person who is also a member of Alcoholics Anonymous is eligible to serve in any of the Officer or Coordinator/Liaison positions listed in this ***NH Area 35 Handbook and Job Descriptions*** document as stated in Article VIII Section 1 of our ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Alanews Coordinator (See G-21):**

- Attends AWSC meetings & Area Assemblies;
- Prepares and distributes Area newsletter utilizing appropriate Al-Anon/Alateen business reports and events;
- Reviews with Delegate all potential postings for traditional appropriateness;
- Refers members' personal sharings to Forum or Literature Coordinator;
- Forwards Area Newsletter to WSO Area Highlights;
- Is a member of the current WSO electronic community for Newsletter Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Alateen Coordinator (See G-24; other related guidelines G-5, G-16, G-19, G-34):**

- Attends AWSC & Area Assembly meetings;
- Serves as a communication link between the WSO and NH Area 35;
- Must be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) by NH Area 35;
- Ensures use of ***State of New Hampshire Area 35 Al-Anon Members Involved in Alateen Service (AMIAS) Requirements*** document;
- Collaborates with the Area Alateen Process Person (AAPP) and Group Records Coordinator as needed;
- Provides/conducts Alateen Sponsor Training Workshops and submits list of those completing the training to the AAPP;
- Receives a list of new AMIAS from the AAPP once certification is complete;
- Is responsible for communication between Alateen groups and their sponsors with the AWSC;
- Holds Alateen Sponsor meetings periodically;
- Is a member of the current WSO electronic community for Alateen Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen

principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

**AA Liaison** (See G-7; other related guideline G-3):

- Attends AWSC meetings and Area Assemblies;
- Serves a term of three (3) years beginning the month following the AA State Convention starting in the calendar year following the election Assembly;
- Is responsible for contacting the Alcoholics Anonymous (AA) Area Chair and AA Area Function Committee Chair;
- Attends AA Area Function Committee meetings;
- Acts as Program Chair for the AI-Anon/Alateen part of AA Area functions such as convention, workshops, *etc.*
  - Plans the AI-Anon/Alateen program:
    - \* names of workshops,
    - \* suggested literature to use,
    - \* workshop times,
    - \* AI-Anon/Alateen members to participate,
  - Arranges for AI-Anon/Alateen literature to be available for display, sale and/or drawings if appropriate as well as for workshop chairs,
  - Informs membership through AWSC (districts), Area Assemblies (groups), Alanews, and any other Area medium;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

**Answering Service Coordinator:**

- Attends AWSC meetings and Area Assemblies;
- Is responsible for contacting the answering service to update name, address and phone number as the new Coordinator;
- Sends flyer out via AWSC, Area Assemblies, Alanews and Website requesting volunteers for returning Twelfth (12<sup>th</sup>) Step calls;
- Have DRs update the list of volunteer contact persons;
- Sends updated volunteer contact list to answering service grouped by cities and towns;
- Sends every new meeting list to the answering service, highlighting changes;
- Updates periodically the volunteer contact list to be sure information is accurate;
- Reviews call reports from answering service;
- Meets with the answering service representative as needed;
- Is a member of the current WSO electronic community for Answering Service Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

**Archives Coordinator** (See G-30):

- Attends AWSC & Area Assembly meetings;
- Receives minutes of Area meetings from the Area Secretary upon approval;
- Receives a copy of each motion from Area meetings from the Area Secretary;
- Receives a copy of final report regarding Area Convention from the Area Convention Coordinator;



- Compiles archival information and stores that information for future reference;
- Is a member of the current WSO electronic community for Archives Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Area Alateen Process Person (AAPP):**

- Attends AWSC meetings and Area Assemblies;
- Serves as the Area's designated contact with the WSO Group Records Department regarding Alateen forms;
- Collaborates with the NH Area 35 Alateen Coordinator, Group Records Coordinator:
  - Concerning the distribution and submission of Alateen Forms,
  - Concerning the submission of WSO Group Records reports;
- Requests check from Corporate Treasurer for background checks;
- Notifies the NH Area 35 Chairperson when background check is submitted to the Private Investigation firm;
- Coordinates Alateen sponsor background check process with the NH Area 35 AI-Anon Member Involved in Alateen Service (AMIAS) Requirements;
- Maintains a file on each AMIAS;
- Receives pass/failure report from NH Area 35 Chairperson and files the report in the AMIAS file;
- Informs AMIAS of the background check results and has AMIAS complete the AI-Anon Member Involved in Alateen Service form (Form #4);
- Updates information from AMIAS form (Form #4) to the WSO per the NH Area 35 AMIAS Requirements for WSO processing;
- Notifies the AMIAS when their certification is complete;
- Provides to the Alateen Coordinator a list of new AMIAS once certification is complete;
- Processes AMIAS recertification form(s) (Form #6) to the WSO per the NH Area 35 AMIAS Requirements;
- Informs AMIAS of their inactive status upon failure to submit recertification form (Form #6);
- Provides updated Alateen group information to the WSO as needed;
- Is a member of the current WSO electronic community for Area Alateen Process Persons;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Convention Coordinator (See G-20):**

- Attends AWSC & Area Assembly meetings and keeps Area informed of progress;
- Ensures utilization of the ***New Hampshire AI-Anon/Alateen Area 35 Convention Guidelines***;
- Asks NH Area 35 AA Liaison to contact AA Function Committee Chair for an AA Program Chair to the AI-Anon Area Convention;
- Contacts AA Area Chairperson or Delegate for suggestion and/or approval of AA liaison;
- Researches and selects convention site, with Convention Committee approval;
- Participates with the Chairperson of the Board of Directors in the negotiation of the contract with the convention site;
- Makes all meal arrangements based on the negotiated contract signed by the Chairperson of the Board of Directors;
- Arranges and chairs Convention Committee meetings;
- Directs activities at the convention;
- Maintains and submits records to Area Archives Coordinator per the ***New Hampshire AI-Anon/Alateen Area 35 Convention Guidelines***;
- Submits all excess funds to Corporate Treasurer within sixty (60) days of the conclusion of the convention if applicable;
- Gives final report and evaluation to Area Assembly or AWSC meeting;

- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Forum Coordinator** (See G-32):

- Attends AWSC & Area Assembly meetings;
- Serves as a communication link between the WSO and NH Area 35;
- Acquaints members with the usefulness of ***The Forum***;
- Suggests purchase of both personal and group subscriptions to ***The Forum***;
- Encourages use of ***The Forum*** at meetings;
- Encourages members to write articles for ***The Forum***;
- Is a member of the current WSO electronic community for Forum Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Group Records/Meeting Lists Coordinator** (See G-36):

- Attends AWSC & Area Assembly meetings;
- Serves as a communication link between the WSO and NH Area 35 [exception Alateen information (SEE Chairperson/AAPP)];
- Is responsible for keeping up-to-date information on groups by districts:
  - Current Mailing Address (CMA),
  - Group Representative (GR),
  - WSO Contact (exception Alateen),
  - Primary Alateen Sponsors (may also serve as WSO Contact);
- Provides updated information to WSO as needed [exception Alateen (SEE Chairperson/AAPP)];
- Maintains and updates the NH Area 35 Meeting List as needed;
- Is responsible for informing the Website Coordinator of changes in order to update Area website;
- Is responsible for informing the Answering Service Coordinator of changes to the meeting list;
- Is responsible for providing updated Contact information to the Answering Service Coordinator;
- Is a member of the current WSO electronic community for Group Records Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

#### **Historian**

- Attends AWSC meetings & Area Assemblies with voice but no vote;
- Researches and answers requests for information about the history of NH Area 35 and of Area groups;
- Works with Archives Coordinator to organize and digitize past Area records;
- Serves as contact within the Area if the Archives Coordinator is unavailable;
- Is listed as an alternate contact for the Area Archives storage unit;
- Maintains a specific Area Historian email box;
- Is a non-rotating position that serves at discretion of the Assembly;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with the AI-Anon/Alateen Service Manual and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

**Literature Distribution Center (LDC) Coordinator** (See G-18; other related guideline G-31) (position voted out by 10-17-2003 Assembly)

**Literature Coordinator** (See G-6; other related guideline G-31): (position voted in by 10-17-2003 Assembly)

- Attends AWSC meetings and Area Assemblies;
- Serves as a communication link between the WSO and NH Area 35;
- Acts as a resource for the Area on Conference Approved Literature (CAL) including but not limited to Public Outreach displays and donation programs for libraries, schools, *etc.*;
- Reads & becomes familiar with AI-Anon/Alateen literature;
- Keeps a copy of every piece of literature;
- Encourages use of the ***AI-Anon/Alateen Service Manual***;
- Receives a copy of new books and pamphlets as well as those that have been significantly revised;
- Creates a display of CAL for use at Area-approved functions;
- Encourages members to write sharings for ongoing and new CAL projects;
- Is a member of the current WSO electronic community for Literature Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

**Public Outreach Coordinator** (Public Information/Cooperating with the Professional Community/Institutions) (See G-38; other related guidelines G-10, G-29, G-9, G-14, G-22, G-27):

- Attends AWSC meetings and Area Assemblies;
- Informs the general public about AI-Anon through the media, professionals, facilities and organizations;
- Serves as a communication link between the WSO and NH Area 35;
- Communicates and works cooperatively in a team effort with the Area Chairperson, Website Coordinator, Area and districts;
- Encourages the Area, districts and GRs to present projects and information to the groups;
- Acts as a resource supporting districts and District Public Outreach Committees as needed;
- Researches prospective events to ensure they are in accord with AI-Anon Traditions and policies;
- Orders CAL to be used at Public Outreach events;
- Requests reports of Public Outreach activities from the districts to share with the Area and WSO;
- Is a member of the current WSO electronic community for Public Outreach Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

**Website Coordinator** (See G-40):

- Attends AWSC meetings and Area Assemblies;
- Serves as a communication link between the WSO and NH Area 35;
- Shall have a high degree of computer skills;
- Maintains website content and notifies Delegate of all AI-Anon and Alateen postings for traditional appropriateness review and makes necessary changes;
- Gets pre-approval from the Delegate of all content that is not AI-Anon or Alateen related for traditional appropriateness;
- Manages email accounts for AWSC and Assembly membership;

- Updates website infrastructure and makes recommendations for changes to AWSC and Assembly;
- Assures no personal information such as home addresses or Internet addresses which include last names is posted;
- Maintains contact with Website Service Provider for updates, discounts, *etc.*
- Is a member of the current WSO electronic community for Website Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures***.

## **WORLD SERVICE CONFERENCE (WSC)**

The World Service Conference:

- Is the informed group conscience of AI-Anon Family Groups;
- Is an annual meeting of the Delegates (or elected Alternate Delegates) from each of the Areas of the World Service Conference structure, the Board of Trustees, the Executive Committee and World Service Conference staff;
- Acts as the voice of the AI-Anon Family Groups worldwide;
- Makes the group conscience available and effective for all AI-Anon Family Groups;
- Provides guidance to the WSO in service matters brought to its attention.

## **WORLD SERVICE OFFICE (WSO)**

The World Service Office:

- Acts as the clearinghouse of the fellowship according to the wishes of the World Service Conference;
- Prepares, publishes and distributes all Conference Approved Literature (CAL);
- Is responsible for services to all AI-Anon Family Groups.

## **PROCESS FOR SUBMITTING A CANDIDATE TO WSO FOR A WORLD SERVICE POSITION**

Candidate Review Committee:

The Candidate Review Committee shall consist of seven (7) members; the Area Officers and the two (2) immediate Past Delegates. If a Past Delegate is unable to serve, the next immediate Past Delegate may serve. The Alternate Delegate shall serve as the Chair of this committee.

Process:

The candidates shall submit a résumé and any/all supporting documents to the Alternate Delegate by the stated deadline.

The Candidate Review Committee shall evaluate candidates according to the qualifications set forth for the World Service Position.

In the event any member of this committee stands for the World Service Position, they will recuse themselves from the evaluation process for that position.

The selected candidate(s) shall be submitted to the WSO.

## COMMON PROCEDURES

### NH Area 35 Election Timetable [Every third (3<sup>rd</sup>) year]

- Refer to *NH At-Anon/Alateen Area Assembly Statement of Policies and Procedures* for position eligibility and Coordinator appointments.

### NH AREA 35 ELECTION TIMETABLE

Prior to the Fall Area Election Assembly	- Elect GRs and Alternate GRs for each group in NH Area 35
After the Election of GRs and Prior to the Fall Area Election Assembly	- Elect DRs and Alternate DRs from eligible members at district meetings
Fall Area Election Assembly	- Elect all Area Officers from eligible members at Election Assembly
First AWSC Meeting following Fall Area Election Assembly	- Approve Area Coordinators/Liaisons - Share service experience in a transitional meeting between incoming and outgoing service positions
January 1 <sup>st</sup>	- Begin new terms of service of DRs and Alternate DRs, Area Officers and Area Coordinators/Liaisons with exception of the AA Liaison whose term begins the month following the AA State Convention starting in the calendar year following the election Assembly

**AWSC Expenses** Expenses of Area Officers and Coordinators/Liaisons are submitted to the Corporate Treasurer subject to the line appropriated in the budget. Items to be submitted include but are not limited to mileage, printing, postage and phone bills. Approved corporate activities may be submitted to the Corporate Treasurer for payment.

**Literature Sales** In the absence of a Literature Distribution Center (LDC) sale of Conference Approved Literature (CAL) at Area-approved functions may be overseen by appropriate Coordinators and can be funded by the special project line item with Area traditional approval subject to Board of Director approval.

**Flyers** It is recommended that flyers be reviewed by the DR before being distributed. Only flyers for Al-Anon, Alateen or participating functions with AA are permitted.

Flyers shall include:

- Name of group or function, such as anniversaries, holiday parties (without mention of specific holiday), special functions, meeting changes, fundraisers *etc.*,
- Full date and time,
- Location with directions,
- AFG or Al-Anon or Al-Anon Adult Children (without abbreviation) or Alateen **SPELLED CORRECTLY**,
- Speakers, finger foods, drawing items,
- Phone contact,
- For website, Alanews and publicly posted documents, in keeping with Tradition Eleven, no personal information such as home addresses, personal email addresses, full names or phone numbers unless posted only on password-protected websites in keeping with Al-Anon's Anonymity Policy

**Drawings** It is suggested that we include items that relate in some way to our spiritual principles. Items may include:

- Al-Anon/Alateen Conference Approved Literature (CAL),
- **Forum** subscriptions,
- Home-baked goods, plants, program related crafts,
- Al-Anon/Alateen related items.

## **RESOURCES**

***AI-Anon/Alateen Service Manual (P-24/27)***

***NH AI-Anon/Alateen Area Assembly Statement of Policies and Procedures.***

***New Hampshire AI-Anon/Alateen Area 35 Convention Guidelines***

***State of New Hampshire Area 35 AI-Anon Members Involved in Alateen Service (AMIAS) Requirements***

***NH AI-Anon/Alateen Area Assembly Spiritual Agreement between the Assembly and the Board***

***New Hampshire Area 35 KBDM Guidelines***

AI-Anon Guidelines

- G-1 Members Interested in Speaking
- G-2 Beginners' Meeting
- G-3 Cooperation between AI-Anon and A.A.
- G-4 AI-Anon Information Services (AIS)
- G-5 Alateen Meetings in Schools
- G-6 Area Literature Coordinators
- G-7 AI-Anon/Alateen Participation in an AA Area Convention
- G-8a Taking A Group Inventory
- G-8b Taking A Group Inventory
- G-9 AI-Anon/Alateen Public Outreach Service Outreach to Institutions
- G-10 AI-Anon/Alateen Public Outreach Service Outreach to the Public/Media
- G-11 Group Representative
- G-12 Starting an AI-Anon Group
- G-13 Suggested Programs for Meeting
- G-14 Services in Correctional Facilities
- G-15 District Meetings
- G-16 Alateen Conferences
- G-18 Literature Distributions Centers
- G-19 Starting an Alateen Group
- G-20 AI-Anon/Alateen Area Conventions
- G-21 Guidelines for Newsletter Editors
- G-22 A Meeting on Wheels
- G-24 Area Alateen Coordinators
- G-27 The Open AI-Anon Meeting
- G-29 AI-Anon/Alateen Public Outreach Service Outreach to Professionals
- G-30 Area Archives
- G-31 Ordering Literature
- G-32 Area Forum Coordinators
- G-34 Alateen Safety Guidelines
- G-36 Group Records Coordinator
- G-37 District Representative
- G-38 Area Public Outreach Coordinator
- G-39 Electronic AI-Anon Meeting Guideline
- G-40 Guideline for AI-Anon Web Sites
- G-41 Reserve Fund Guideline

Assembly minutes

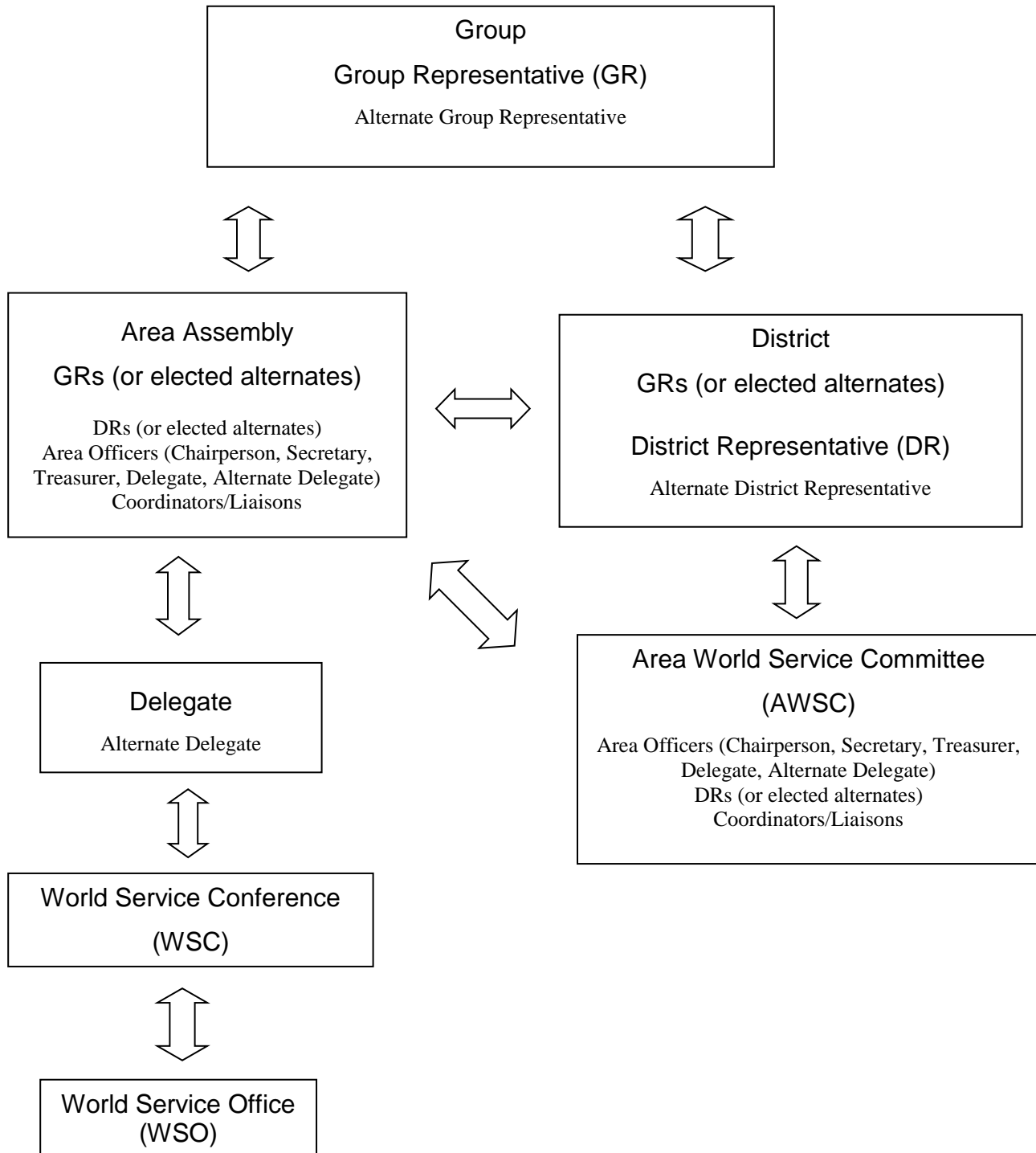
AWSC minutes

Conference Approved Literature

Service Sponsorship: Working Smarter Not Harder (P-88)

LINKS OF SERVICE

**ALL MEMBERS ARE PART OF A WORLDWIDE FELLOWSHIP**





<b>INDEX</b>	<b>PAGE</b>
AA Liaison	8
AAPP (Area Alateen Process Person)	9
Alanews Coordinator	7
Alateen Coordinator	7 - 8
Alternate Delegate	6 - 7
Answering Service Coordinator	8
Area Officers	4 - 7
Archives Coordinator	8 - 9
Area Alateen Process Person (AAPP)	9
Area Assembly	4
Group Representatives	4
Area World Service Committee	4 - 12
AA Liaison	8
Alanews Coordinator	7
Alateen Coordinator	7 - 8
Alternate Delegate	6 - 7
Answering Service Coordinator	8
Archives Coordinator	8 - 9
Area Alateen Process Person (AAPP)	9
Area Officers	4 - 7
Alternate Delegate	6 - 7
Chairperson	4 - 5
Delegate	6
Secretary	5 - 6
Treasurer	6
Chairperson	4 - 5
Coordinators	7 - 12
Alanews Coordinator	7
Alateen Coordinator	7 - 8
Answering Service Coordinator	8
Archives Coordinator	8 - 9
Area Alateen Process Person (AAPP)	9
Convention Coordinator	9 - 10
Forum Coordinator	10
Group Records/Meeting Lists Coordinator	10
Literature Coordinator	11
Literature Distribution Center Coordinator	11
Newsletter Coordinator (See Alanews Coordinator)	7
Public Outreach Coordinator	11
Website Coordinator	11 - 12
Delegate	6
District Representatives	4
Convention Coordinator	9 - 10
Forum Coordinator	10
Group Records/Meeting Lists Coordinator	10
Historian	10
Liaisons	7 - 8
AA Liaison	8
Literature Distribution Center Coordinator	11
Literature Coordinator	11
Newsletter Coordinator (See Alanews Coordinator)	7

<b>INDEX cont.</b>	<b>PAGE</b>
Past Delegate	7
Public Outreach Coordinator	11
Secretary	5 - 6
Treasurer	5
Website Coordinator	11 - 12
AWSC Expenses	13
Chairperson	4 - 5
Common Procedures	13 - 14
AWSC Expenses	13
Drawings	14
Election Timetable	13
Flyers	14
Literature Sales	13
Convention Coordinator	9 - 10
Coordinators	7 - 12
Delegate	6
District Representatives	4
Drawings	14
Elected Alternates	3
Election Timetable	13
Flyers	14
Forum Coordinator	10
Group Records/Meeting Lists Coordinator	10
Group Representatives	4
Historian	10
Liaisons	7 - 8
Links of Service	16
Literature Coordinator	11
Literature Distribution Center Coordinator	11
Literature Sales	13
Newsletter Coordinator (See Alanews Coordinator)	7
Participation is the Key to Harmony	3
Elected Alternates	3
Preface	3
Service Sponsor	3
Service Tools	3
Past Delegate	7
Preface	3
Process for Submitting a Candidate to WSO for a World Service Position	12
Public Outreach Coordinator	11
Resources	15
Secretary	5 - 6
Service Sponsor	3
Service Tools	3
Treasurer	6
Website Coordinator	11 - 12
World Service Conference (WSC)	12
World Service Office (WSO)	12