

Iowa Area AL-ANON/ALATEEN
POLICY AND PROCEDURE GUIDELINES



Al-Anon Declaration

Let It Begin With Me

When anyone, anywhere, reaches out for help,
let the hand of Al-Anon and Alateen always be
there, and - ***Let It Begin With Me***

Recovery - Through the Steps
Unity - Through the Traditions
Service - Through the Concepts

August 2015

Iowa Area AL-ANON/ALATEEN IOWA POLICY AND PROCEDURES GUIDELINES

STATEMENT OF PURPOSE: These guidelines contain valuable information for each Al-Anon member involved in service work at various levels in the Iowa Area, and are meant to supplement the *Al-Anon/Alateen Service Manual*.

AWSC:

The Area World Service Committee (AWSC) is comprised of the following:

- ❖ 5 Area Officers: Chairman, Delegate, Alternate Delegate, Secretary, and Treasurer
- ❖ Current Coordinators: Alateen, Archives, Group Records, Literature, Newsletter, Public Outreach, and Web Page
- ❖ Current District Representatives
- ❖ Past Delegates

Purpose of AWSC: The primary function of the area world service committee should be to plan for the general improvement of both the assembly and the groups. Voting members of this committee are the officers of the assembly, the DRs, and coordinators of special services (such as Alateen, archives, group records, public outreach, literature, newsletter or web page) and past delegates. Liaison members from any information services at an AA area convention or chairman of Al-Anon and Alateen conventions should also participate in area world service committee meetings with voice only. These meetings, called and chaired by the area chairman, may be held at stated intervals to hear and discuss the delegate's report, to consider area matters, to suggest items of interest for the area newsletter, all with the purpose of informing and unifying the groups in the area. From the World Service Handbook section, Al-Anon/Alateen Service Manual.

AWSC members are to attend two (2) assemblies, (June and October), and three (3) AWSC meetings (January, March and August) per year.

Area officers, coordinators, and district representatives provide an oral and written report at the AWSC meetings and assemblies. Area officers, Coordinator, and District Representative reports are provided to AWSC members (approximately 35 copies). Oral reports by coordinators and DRs are not to exceed (3) three minutes at AWSC and (2) two minutes at Area Assemblies. Coordinators who may require additional time in order to share projects/information should arrange with the area chairman to be added to the agenda prior to start of the meeting.

Area officers, coordinators, and DRs shall submit a written report to the newsletter coordinator in conjunction with newsletter deadlines.

Anyone who presents an oral report during the AWSC meeting needs to provide a written copies of their report for each AWSC member.

The AWSC sets the agenda for the area service workshop and area assemblies.

If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.

Guidelines for replacing AWSC members not fulfilling their duties:

- In the event an area officer or coordinator is absent from two area meetings in a calendar year, without notification or valid excuse, such as illness or a death, resignation shall be requested.
- The area officers are given latitude in determining the reasonable cause. (If the matter involves one of the officers, the other officers would decide.)
- The area chairman acts on the recommendations.
- If there is a death or resignation of an area officer, the AWSC has the jurisdiction to elect a replacement to complete the term. Coordinators are to be appointed by the delegate.

It is recommended that AWSC members have a copy of the Al-Anon/Alateen Service Manual and the Iowa Area Policy and Procedure Guidelines.

AREA EXPENSES:

The expense for the AWSC meeting rooms will be paid from the area treasury.

A registration fee for the area service workshop will offset expenses for meeting room rental, nametags, and flyers.

All officers and coordinators will be reimbursed for their expenses to assemblies and AWSC meetings, as determined by the current approved area budget.

Expenses incurred, by DR's while attending AWSC meetings and GR's while attending assemblies, shall be the responsibility of their respective district and/or group.

DR's or GR's who also serve as area coordinators or officer will consider their DR/GR position their first primary position related to expenses incurred related to their duties at the area level. When a district or group cannot fund their attendance at an area assembly or AWSC, the area will cover the expenses not funded by the group or district to the budgeted dollar amount for that year.

Districts are encouraged to invite the current area delegate to share the report of the World Service Conference. When invited by a district to do so, the area pays the delegate expenses. When possible, districts may offer to assist with these expenses. Districts are responsible for the delegate's expenses if the purpose is other than sharing the World Service Conference Report. Districts are also responsible for area officer or coordinator's expenses when they are invited to share information related to their positions or their personal story at district functions.

Appropriate funds will be budgeted for the area delegate to attend the US North Central Regional Delegates Meeting (USNCRDM) each year based on location and expense.

IOWA AREA SERENITY WEEKEND:

The area serenity weekend began in September 1976 as a personal growth workshop. The area delegate is responsible for chairing the weekend. Registration fees cover the weekend expenses for the area delegate and the registration chairperson.

IOWA AREA ALATEEN SERENITY WEEKEND

The area Alateen serenity weekend is a personal growth workshop. The area Alateen coordinator is responsible for chairing the weekend. Registration fees cover the weekend expenses for the Alateen coordinator, license nurse or certified medication aid and the speaker, if one is requested.

ASSEMBLIES:

The assembly of the Iowa Al-Anon and Alateen Family Groups is held twice a year in June and October. (Refer to the section on Iowa Guidelines for Al-Anon and Alateen Participation in an AA Conference.) Historically, Iowa Al-Anon has held its assembly at the same time and place as Iowa AA.

If there is a change in GR and/or alternate GR, notice shall be submitted to the area group records coordinator thirty (30) days in advance of the area assembly. ^(8/7/07)

AREA OFFICERS: (Supplement to Al-Anon/Alateen Service Manual and Iowa Area Action Committee Guidelines)

Area Chairman

- Chairs and sets business agenda for AWSC and area assembly. It is suggested the area chairman provide the business agenda to area officers two weeks prior to area business meetings.
- At the first AWSC meeting of each new term ensures assignment of all Selected Committee members.
- Sets dates and signs facility contracts for AWSC meetings and the area service workshop, in cooperation with area AA chairman if possible. It is suggested that dates be set a year in advance.
- In conjunction with other area officers, chairs the area service workshop. Is responsible for flyers and other needed items (name tags, registration, etc.). Flyers are made available at preceding fall assembly.
- Agenda for area service workshop is set during the August AWSC meeting.
- Serves on the budget committee together with the area alternate delegate and area treasurer.
- Coordinates with the area treasurer in maintaining and filing the area non-profit status with the State of Iowa, including knowledge of the EIN number. (Refer to area treasurer duties.)
- Works with Alateen coordinator in the background check process for Al-Anon Members Involved in Alateen Service (AMIAS). See Alateen Group Registration Process.
- Area assembly duties:
 - The chairman selects and maintains contact with the Al-Anon speaker.
 - Speaker is selected no later than 8 months prior to respective assembly.
 - It is suggested that once during the three-year term, the regional trustee be invited to speak.
 - At the election assembly, it is suggested that a member of the WSO staff be invited to speak.

- The outgoing chairman selects the speaker for the following spring assembly.
- The area chairman presides over the AI-Anon luncheon including introduction of area officers, coordinators, past delegates, and trustees, and reads the AI-Anon preamble and anonymity statement. Traditionally the AI-Anon chair and co-chair of the host committee read the 12 Steps and 12 Traditions at the luncheon.
- Requests general members interested in serving on action committees to stand and number off for assignment to a committee.
- Assigns a “time keeper” for each AWSC and area assembly.
- Receives all resumes from the Area Newsletter Coordinator after publication in the August Newsletter of election year. The chairperson retains all resumes for use at the Area election and then destroys after the election Assembly.
- Area chairperson assists with the Public Outreach Action Committee.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Area Delegate

- Coordinates the area serenity weekend, including, but not limited to, setting the agenda, scheduling dates & site of the weekend, negotiating the contract, and notifying the area treasurer of deposit payment and chairing of the event.
- It is advisable to gain input from within the fellowship when planning the area serenity weekend.
- Maintains a system for organizing handouts, reports and other pertinent materials for assembly and AWSC meetings.
- Takes 100 business card style copies to each WSC of term that includes area website address and information service center contact information.
- As area delegate, assists with all action committees.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Alternate Area Delegate

- Serves as a liaison to the host district(s) of the area assemblies. (See Iowa Guidelines for AI-Anon and Alateen Participation in an AA Conference.)
- Serves as area Forum coordinator. See WSO AI-Anon Guidelines (G-32) for Area Forum Coordinators.

- Serves on the budget committee together with the area chairman and area treasurer.
- Maintains the banners of the Steps, Traditions, and Concepts, as well as the area logo banner, for use at assembly meetings.
- As area alternate delegate, assist with the Fellowship Communications Action Committee.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Area Secretary

- The use and knowledge of a computer is required for this position.
- Takes minutes and maintains a written record of all current and past AWSC and area assembly business meetings. Original minutes will be maintained in Iowa Area archives.
- Provides business-meeting minutes to AWSC members within two weeks following each AWSC meeting and area assembly.
- Maintains a current mailing list, including phone numbers and email addresses, of all AWSC members and periodically makes a copy available to all AWSC members.
- Registers group representatives at each area assembly. Furnishes registered GRs with a GR voting card. Assigns GRs to their action committee.
- Establishes the number of all registered voting members at each area assembly.
- Distributes and maintains an attendance sheet at each AWSC and area assembly meeting.
- Records and maintains the area motion log.
- In election year, will have resume forms available from March 1 through July 1.
- As area secretary, assists with Group Services Action Committee.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Area Treasurer

- Opens and maintains area checking account. All checks over \$400 require two signatures, area treasurer and one other area officer.
- Obtains bonding insurance.
- Provides area expense vouchers and issues checks upon receipt of completed vouchers. Receipts are required for expenses other than AWSC and assembly meeting expense; i.e. mileage, postage, printing, etc.
- Provides accurate and timely financial reports at each AWSC and assembly business meeting, including current list of contributions.

- Serves on the budget committee together with the area chairman and area alternate delegate.
- Prepares, in cooperation with area chairman and alternate delegate and submits proposed yearly budget at the January AWSC meeting.
- Coordinates with area chairman in maintaining and filing the area non-profit status with the State of Iowa, including knowledge of the EIN number. (*See copy of non-profit form.*)
- Assures review of financial records by an accountant or CPA, who is not an AI-Anon member, is completed at the end of every three-year term.
- Following election, the outgoing treasurer, together with the budget committee, prepares the proposed budget and the incoming treasurer gives the presentation at the January AWSC meeting.
- In cooperation with the area officers, compose an appeal letter to be sent to each registered group within the Iowa area. Letters will be sent via US mail on or before June 1st and October 1st of each year. 8/10/10
- Receives all registration fees for Alateen Serenity Weekend and communicates with the Alateen Coordinator the number attending the Serenity Weekend along with the name, gender, and age of each person attending.
- Pays the deposit for next year's camp
- Follows the budget line item for Alateen Serenity Weekend expenses from the Alateen Coordinator and the AMIAS Medical Personnel.
- As area treasurer, assists with Public Outreach Action Committee.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

AREA COORDINATORS (Supplement to AI-Anon/Alateen Service Manual and Iowa Area Action Committee Guidelines)

Alateen

It is a requirement of this coordinator position to have access to and proficiency in the use of a computer, its programs, a database, and the Internet.

- Distributes information provided by the WSO to the AWSC & assemblies.
- Arranges for and introduces the Alateen speaker during the assembly luncheon.
- Assures there is an AI-Anon Member Involved in Alateen Service (AMIAS) at each of the Alateen meetings held at area assemblies. Maintains contact with the Alateens and AMIAS in attendance.
- Provides appropriate registration paperwork to individuals or groups interested in starting an Alateen group.
- Receives Alateen group change information and sends them on to area group records coordinator and WSO.
- Annually reconciles and updates AMIAS certification through the WSO online between March and July.
- Gathers all Alateen signed parent/guardian consent forms at each assembly, upon Alateen's arrival. (See Alateen Safety and Behavior Requirements).
- Works with area chairperson dealing with results of AMIAS background checks.

- Coordinates the presentation of the Area Alateen Safety and Behavioral Requirements at the first fall assembly of each new term. Presentation is held at a time during the agenda that allows for presentation to the entire assembly body. (8/10/10)
- Coordinates the Iowa area Alateen serenity weekend.
 - (See Alateen Guidelines)
 - Meets with AMIAS and Alateens during the year for meeting topics for the weekend.
 - Assures that a licensed nurse or certified medication aide is on site to dispense medications.
 - Is responsible for pre-registrations and communication with the facility director.
 - Registration fees cover the weekend expenses for the area Alateen coordinator and licensed nurse or certified medication aide.
 - Forwards all billings and list of expenses to area treasurer.
 - Secures a signed parental/guardian consent form from all registered Alateens.
 - Is responsible for updating the first aid kit as needed.
- As coordinator, assists with the Group Services Action Committee.
- Provides Alateen table display at assembly meetings.
- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Archives

- Distributes information provided by the WSO to the AWSC & assemblies.
- Maintains the original area business meeting minutes.
- Maintains the pictures of our co-founders, Lois W. and Anne B., and provides them for display at area assembly meetings.
- Provides archives display at assembly meetings.
- As a coordinator, assists with the Group Services Action Committee.
- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Group Records

It is a requirement of this coordinator position to have access to and proficiency in the use of a computer, its programs, a database, and the Internet.

- Distributes information provided by the WSO to the AWSC & assemblies.
- Maintains and updates a database of all registered groups of Iowa Area.
- Alerts DRs of unregistered groups within their respective district.
- Using the groups records WSO on-line site, submits all group records changes received from DRs and GRs to WSO in a timely manner.
- Receives bi-annual group record printout from WSO and provides each DR with a copy for their respective district group records.
- Notifies area treasurer of newly registered or newly disbanded groups, including group number.
- If notified, shares with the area secretary the name, address, phone number and email address of new DRs.
- Provides an updated list of GRs to the area secretary two weeks prior to each area assembly.
- Provides updated meeting information (including changes of meeting address, day of the week, and time) to the web page coordinator for publication when received..
- Provides current mailing names, addresses, group number and email addresses to the newsletter coordinator when received.
- At the end of the three-year term, compiles a new area directory to be distributed to the AWSC members and area LDC/AIS offices at the first meeting following January 1 of the new term. Unless otherwise requested, new directories will be sent electronically to each AWSC members. Send updated directories to each AWSC member electronically annually in January. (8/10/10)
- For preparation of the area directory, the group records coordinator should receive all district officers, GRs, and current mailing address (CMA) changes by November 1 of an election year.
- As a coordinator, assists with the Group Services Action Committee.
- Provides group records table display at assembly meetings.
- Provides mailing labels for appeal letters.

- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Literature

- Distributes information provided by the WSO to the AWSC & assemblies.
- Provides literature displays at AWSC meetings, assemblies, area service workshop and area serenity weekend.
- As a coordinator, assists with the Fellowship Communication Action Committee.
- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Public Outreach

- Distributes information provided by the WSO to the AWSC & assemblies.
- Provide a Public Outreach display at area assemblies.
- As a coordinator, assists with the Public Outreach Action Committee.
- Provides table display at assembly meetings.
- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Newsletter

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- The use and knowledge of a computer, use of the Internet and email is required for this position. The purpose of the *Iowa Reaches Out* newsletter is to share up to date information related to service activities within the Iowa area. It is not intended to take the place of The Forum.
- The area newsletter, *Iowa Reaches Out* is published quarterly – February, May, August and November
- Edits reports for grammar and spelling only.
- Sends electronic copy of each completed newsletter to the area officers for review to ensure protection of anonymity. Once approval is received from all area officers the current newsletter is then submitted to the area web page coordinator for posting on the area web site.
- Distribution is recommended within two weeks of report deadline.
- Limits each publication to 10 pages with the exception of the newsletter prior to an election assembly.
- Ensures a blank copy of the Iowa area resume is provided in the May newsletter prior to area elections.
- Receives all qualified member resumes for pre-election publication. After newsletter is published, forwards original election resumes to area chairman.
- Includes the AI-Anon area assembly weekend schedule. The May issue should include the spring assembly and the August issue should include the fall assembly.
- Obtains and publishes all area event flyers, i.e. area service workshop, assemblies, and serenity weekend.
- Communicates with group records coordinator any group address changes discovered due to returned email or snail mail notifications.
- At the completion of the term, a CD copy of each newsletter completed during the term is provided to the area archivist.
- As a coordinator, assists with the Fellowship Communications Action committee.
- Provides newsletter table display at area assemblies.
- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.

- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Web Page

It is a requirement of this position for the coordinator to have access to and proficiency in the use of a computer, its programs, a database, and the Internet. Proficient skills specific to establishing and maintaining a web page are required.

- Coordinates with Web Page Committee/AWSC items for inclusion to the Iowa area web page/site.
- Receives updated meeting lists from the area group records coordinator on a quarterly basis, at a minimum, and updates changes to the web page. Communication between web page coordinator and group records coordinator is a necessity.
- At each Spring Assembly, the Web Page Coordinator will inform districts whose meeting schedules on the Meetings tab are more than a year out of date. If the district fails to provide an updated schedule within 30 days, the Web Page Coordinator will remove the outdated schedule from the Meetings tab. A link to the Iowa Meeting Schedule filtered to show only meetings in that district would be used instead.
- Is responsible for monitoring and recording all expenses incurred for the web page.
- Notifies area treasurer of expenses and for payment reimbursement.
- Demonstrations of the web site, via verbal reports, printed versions, or when possible and finances are available for a live demonstration of the web page itself, should be made available for assembly members' assessment and review.
- Posts current edition of the *Iowa Reaches Out* newsletter in a timely manner upon receipt from newsletter coordinator.
- Posts a current edition with Spanish translation of the *Iowa Reaches Out* newsletter. Translate edition should be posted at the same time as English edition.
- Iowa AI-Anon web page is kept as current and up-to-date as possible.
- As a Coordinator, assists with the Fellowship Communications Action Committee.
- If an AWSC member is unable to attend an area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

District Representatives

- If unable to attend an Area meeting, the chairman should be notified and their report should be sent to the chairman prior to the meeting.
- Bring approximately 35 copies of your report on a whole sheet of paper.
- Notifies the Group Records Coordinator of any group changes within their district.
- Provides updated district meeting schedule to the Web Page Coordinator at least once per year.
- Outgoing District Representatives notifies the Group Records Coordinator the list of newly elected group representatives and district officers by the Fall Assembly of an election year.
- Needs to have at least daily access to a computer including E-buddies. E-Communities have taken the place of WSO postal mailing everything to the Coordinators and Officers, so access to a computer daily is a must.

Selected COMMITTEES of the Iowa AWSC

Members will be appointed during the January AWSC meeting of each new term.

Alateen

Since its conception 1/04, this committee assists the Alateen Coordinator in upholding the Alateen guidelines. Committee is composed of: Alateen coordinator, area delegate, 2 district representatives and past delegate if available.

Area Guidelines/Policy and Procedures

Oversees updates as mandated by motions, discussion or any changes deemed necessary based on decisions from WSO, AWSC or shared experience of members. Committee meets at least twice yearly.

Committee is composed of: area chairman, area secretary, newsletter coordinator, district representative, and past delegate if available.

Area Inventory Committee

An Area Inventory is to be completed during 2nd Fall Assembly of each term.

Committee is composed of: alternate delegate, public outreach coordinator, archives coordinator, district representative, and past delegate if available.

Budget

The area budget committee is composed of the current area treasurer, chairman, and alternate delegate. Budget suggestions should be submitted for the succeeding year during the fall assembly. The Budget committee meets annually to review bank statements.

Web Page Committee

This committee works with the web page coordinator in disseminating items for inclusion on the Iowa Area web page. Committee members need to have knowledge of internet protocol, and web page usage. E-mail correspondence is necessary.

Committee is composed of: Web Page Coordinator, Area Treasurer, Group Records Coordinator, District Representative and Past Delegate if available.

ELECTION PROCEDURES

The election for individual districts and groups should precede the date of the election assembly.

Election of Area Officers

Election of area officers will be done by current GRs, current defined as those GRs, or their alternate, listed with the Area Group Records Coordinator, 30 (thirty) days prior to the election assembly. (See Assemblies, GR changes.)

All terms of office shall begin on January 1 following the fall election.

Eligibility to stand for Area Officer

In order to benefit from service experience, area officers will be elected from outgoing area officers and district representatives who have served a full three-year term in the Iowa area. Also eligible will be past district representatives who have remained active. Active defined as:

- A. Regular attendance at Al-Anon meetings.
 - B. Attendance at AWSC and area assemblies (minimum of three each year in a full term)
 - C. Participation in service work at any level.
- In order to meet attendance requirements, it is the responsibility of individuals who desire to stand for an area officer position, to declare their intention to the area secretary prior to or at the June assembly meeting of the election year
 - The individual may obtain a resume form from the area secretary between the dates of March 1 through July 1 during the election year. Forms will also be available in the *Iowa Reaches Out* newsletter and on the Iowa Al-Anon web page.
 - The completed resume form must be submitted to the area newsletter coordinator and either US post mark dated or e-mail time dated by July 1st of the election year for inclusion in the August newsletter. ⁽³⁻²⁵⁻⁰⁷⁾

Proposed Method of Election

(Refer to "Election Assembly Procedures" in the Al-Anon/Alateen Service Manual.)

In Iowa the method of election is established prior to balloting.

Terminology:

- Simple Majority - one more than half (for use in all elections where a simple majority is required).
- Substantial Unanimity - is at least 2/3 of the voting GR's as required per the Al-Anon/Alateen Service Manual for election of delegate and alternate delegate.

Eligibility to Stand for Area Coordinators

Any active Al-Anon member, who also meets the qualifications for group representative, with a good understanding of the Steps, Traditions and the basic Al-Anon program may stand for a coordinator's position. At least two years in the Al-Anon program is suggested. ^(3/25/07)

- The individual may obtain a resume form from the Area Secretary between the dates of March 1 through July 1 during the election year. Forms will also be available in the Iowa Reaches Out newsletter and on the Iowa Al-Anon web page.
- The completed resume form must be submitted to the area newsletter coordinator and either US post mark dated or e-mail time dated by July 1st of the election year for inclusion in the August newsletter. ⁽³⁻²⁵⁻⁰⁷⁾

Election of Area Coordinators

Iowa area coordinators are to be elected by the Iowa Area World Service Committee from submitted resumes. The election of Iowa area coordinators will be held at a meeting of the Iowa area world service committee at some time following the business meeting in which the election of Iowa area officers was held. The election is to be by simple majority.

If there are no resumes submitted for a coordinator's position, the position will be filled by incoming delegate appointment.

If a coordinator resigns before the end of their term, or does not fulfill their responsibilities, the Delegate will appoint another Al-Anon member to fill the position for the unexpired term.

ACTION COMMITTEE GUIDELINES

DRs will be assigned by the AWSC preceding assembly of a new 3-year term. GRs and members will be assigned at the first assembly of the new term. Additional members to the committee will be added in rotation. ^(4/3/05) The action committees, purpose, and assigned members are as follows: (Area Delegate serves as an ex-officio member of each committee)

FELLOWSHIP COMMUNICATION

Purpose:

- Encourage the use of CAL and *The Forum*
- Encourage members responses to needs for new literature
- Provide guidance on the use of CAL and *The Forum* in group meetings

Members:

- Literature coordinator
- Forum coordinator/alternate delegate
- Newsletter coordinator
- Web Page coordinator
- Past delegates
- District representatives
- Group representatives
- Al-Anon/Alateen members

GROUP SERVICES

Purpose:

- Strengthen the connection between the assembly and existing groups
- Encourage each group to have a GR at the assembly
- Reach out to newly registered groups and unregistered groups to invite participation
- Keep our mailing list current
- Record history of the groups and area and to share our past with the groups and area

Members:

- Archives coordinator
- Alateen coordinator
- Group records coordinator
- Area secretary
- Past delegates
- District representatives
- Group representatives
- Al-Anon/Alateen members

PUBLIC OUTREACH

Purpose:

- Plan and carry out our primary purpose through outreach to public and professional communities.
- Help reach the goal that every person will know that Al-Anon and Alateen are the best resource of help for families and friends of alcoholics.
- Make getting in touch with Al-Anon and Alateen easier throughout the Iowa Area.

Members:

- Public outreach coordinator
- Area chairman
- Area treasurer
- Past delegates
- District representatives
- Group representatives
- Al-Anon/Alateen members

Action Committee meeting format

At the first area assembly of each new term, each action committee needs to

- Elect a committee chairperson (should be an area coordinator or area officer)
- Elect a recorder/reporter (should be a DR)

Meeting format:

- Committee members introduce themselves and their service positions
- All committee members should sign attendance sheet
- Review committee purpose and read committee mission statement
- Review minutes of prior meeting
- Discussion/project time

Action Committee Responsibilities

Action Committee Chairman

- Chair each action committee meeting, keeping committee on track during the meeting
- Have necessary materials available for action/projects
- Close committee meeting at appropriate time

Action Committee Recorder/Reporter:

- Have attendance roster available for all members to sign and return to binder by end of the meeting
- Record notes for each action committee meeting
- Report back to the assembly by the recorder (4 minutes maximum), including discussions, plans, and goals reached during current assembly
- Provide copy of the report back to the area secretary before end of assembly
- Return committee binder to area secretary before end of assembly

Action Committee Members:

Offer input during committee meetings. Communicate action/projects to the district and/or the group.

ALATEEN GUIDELINES

Iowa Area Alateen Safety and Behavioral Requirements

(In accordance with the 2004 WSC, the following guidelines were adopted by Iowa Al-Anon and are effective as of January 1, 2005.)

1. Every Al-Anon member involved with Alateen service must:
 - Be an Al-Anon member regularly attending Al-Anon meetings.
 - Be at least 21 years old.
 - Have at least two years in Al-Anon in addition to any time spent in Alateen.
 - Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
 - A child abuse, criminal records, and National Sex Offender Public Website background check will be required for all Al-Anon Members Involved in Alateen Service (AMIAS).
 - Complete re-certification training once each three year term. Re-certification training is offered at the first fall Assembly of each three year term or by appointment with the Alateen Coordinator.
2. Each Alateen must have parents or legal guardian complete and sign the information and permission form and medical form.
 - These forms must be returned to the AMIAS prior to leaving for the event.
 - Forms must be presented at the Conference /Assembly Registration Desk upon arrival.
 - If these forms are not presented, registration will be denied. Forms will be retained for Area records for 3 years from the date received and then destroyed by the coordinator. ^(4/3/05)
 - There must be at least one AMIAS at every Alateen meeting. It is recommended that each group have two AMIAS available.
3. The Area prohibits overt or covert sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable State of Iowa laws are strictly prohibited by the Area.
5. The Area requires procedures for parental permission and medical care be followed when applicable, such as Area Alateen Serenity Weekend, Area Assemblies and when there is a need for transportation.
6. The name of Alateen can only be used with functions in participation with or in conjunction to the structure of Iowa Area Al-Anon.
7. There must be at least two AMIAS each session in the Iowa Alateen online chat room.

Alateen Group Registration Process

All new group registrations will go to the Area Alateen Coordinator.

AI-Anon Member Involved in Alateen Service (AMIAS) Registration and Background Check Process

1. Obtain the three forms to be filled out by the proposed AMIAS form the Alateen Coordinator:
 - Form #1: AI-Anon Member Involved in Alateen Service –WSO Form
 - Form #2: AI-Anon/Alateen Area 18 (Iowa) Alateen Group AMIAS Application
 - Form #3: State of Iowa Criminal History Record Check Request Form (per Iowa Area AI-Anon policy an applicant's social security number must be provided on this form).
2. The completed forms will be returned to the Area Chairman for completion of background checks.
3. The Area Chairman will notify the individual and the Alateen Coordinator of eligibility status.
4. The Alateen Coordinator will then send the Alateen Registration form and AI-Anon Member involved in Alateen Service Form to the WSO for group registration and ID number.
5. All group changes will be sent to the Alateen Coordinator who will then forward information to Group Records and WSO.
6. Annual certification to WSO will be required. The Area Alateen Coordinator will send out the re-certification form annually to each group for the AMIAS to complete and return to Area Alateen Coordinator.

Iowa Area Alateen Function Guidelines

Participation in the activity is a PRIVILEGE granted to the Alateen, he/she is expected to display proper interest, dedication, citizenship, and a high level of conduct. We are representing ourselves as well as AI-Anon/Alateen as a whole. In addition, rules will be included but not limited to group/individual safety, appropriate dress, room and transportation assignments, curfew, travel responsibility, state and local laws, hotel and guest accommodation policies.

Area Assemblies

Alateens be required to attend all AI-Anon meetings when at assemblies, with the exceptions of Friday night's opening meeting and candlelight meetings on Friday and Saturday. ⁽³⁻²⁵⁻⁰⁷⁾

The following guidelines are in addition to the Iowa Area Alateen Safety and Behavioral Requirements.

Be polite and respectful to all in attendance. Remember we are representing the worldwide fellowship of Alateen. Make sure that your actions are appropriate.

The age limit for attendance is twelve (12) to nineteen (19).

Each Alateen member attending assemblies must be accompanied by a registered Al-Anon Member Involved in Alateen Service (AMIAS), parent, and legal guardian or authorized adult.

Each Alateen must have parents complete and sign PERMISSION FORM. (See Alateen Safety and Behavior Requirements.)

POSSESSION OF ALCOHOL, MARIJUANA, OR ANY OTHER ILLEGAL DRUGS IS STRICTLY FORBIDDEN! Possession will result in notification to parent/guardian and arrangements will be made for you to leave immediately.

Each Alateen is responsible for any and all damages that they cause to the facility.

Removal of any facility belongings is against our principles.

All teens are expected to behave appropriately at the dance and during the weekend. There will be NO head butting, head banging, moshing, grinding and groping, and no making out etc.

Any violation of these guidelines will be brought to the Alateen coordinator and AMIAS for appropriate disciplinary actions.

Area Alateen Serenity Weekend

The following guidelines are in addition to the Iowa Area Alateen Safety and Behavioral Requirements.

The Iowa Area Alateen Serenity Weekend is a personal growth weekend that allows teens to grow spiritually and mentally and to build special relationships with fellow Alateen members.

Be polite and respectful to all in attendance as we sometimes share the weekend with others. Remember we are representing the worldwide fellowship of Alateen. Make sure that your actions are appropriate.

The age limit for attendance is twelve (12) to nineteen (19).

Each Alateen must have parents complete and sign PERMISSION FORM. (See Alateen Safety and Behavior Requirements.)

POSSESSION OF ALCOHOL, MARIJUANA, OR ANY OTHER ILLEGAL DRUGS IS STRICTLY FORBIDDEN! Possession will result in notification to parent/guardian and arrangements will be made for you to leave immediately.

All Alateens must abide by the curfew indicated on the agenda. **All Alateens are to be in their assigned cabins only!**

For those Alateens driving to the weekend, the car must remain parked for the entire weekend. Car keys must be turned over to Area Alateen Coordinator. No Alateen will be allowed to leave camp once checked in, unless pre-arranged approval with Area Alateen

Coordinator (i.e. school obligations, family obligations). Plan to eat before arriving at camp.
(motion 8/9/09 AWSC)

Alateen Serenity Guidelines be read as a group on Friday evening and Saturday morning of Serenity Weekend. (Motion 8/9/09 AWSC)

All prescription drugs and all over-the-counter medication must be turned in, to the nurse or CMA, at the registration desk upon arrival.

There will be someone on duty 24 hours a day in case an Alateen becomes ill. PLEASE REPORT ALL EMERGENCIES AND ILLNESS IMMEDIATELY!

An AMIAS will be available to any Alateen arriving without one, unless other prior arrangements have been made. The Alateen will be responsible to that AMIAS for their conduct.

Daily check in: At least twice daily, all Alateens and AMIAS must check in with each other. A time is to be established between the teen and the AMIAS. During this time, Alateens may report anything concerning their health and welfare.

Each Alateen is responsible for any and all damages that they cause to the facility.

The Area Alateen coordinator, AMIAS, or the camp staff are not responsible for lost or stolen articles of clothing and/or other personal effects. Remember, you are responsible for what you bring!

Removal of any facility belongings is against our principles.

All teens are expected to behave appropriately at the dance and during the weekend. There will be NO head butting, head banging, moshing, grinding and groping, and no making out etc.

Any violation of these guidelines will be brought to the Alateen coordinator and AMIAS for appropriate disciplinary actions.

DIVIDING A DISTRICT

When a district is considering dividing to improve participation and representation of its groups, members need to communicate as openly as possible, **keeping the traditions in mind.**

Financial support will be needed for both districts.

The groups within the district should be polled and, with majority consent, may petition the AWSC to divide the district. At that time the existing DR would represent that portion of the district in which they live. A caucus of the proposed new district's GRs could be held to elect a DR to complete the current term of office. The DR would have immediate voting rights. This should not be done at the time of an election Assembly.

Before the division is finalized, a trial period of three (3) years by the new district is recommended.

If the new district does succeed for the trial period, the division will be presented to the AWSC who will then make a recommendation for final approval to the following area assembly.

If the new district cannot function on its own, it will be represented by the original district.

WEB PAGE GUIDELINES

Purpose: To help families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend through the provision of a current list of Al-Anon and Alateen meetings in the Iowa Area. Also provide information to professionals and others interested in finding out more about Al-Anon and Alateen.

Web Page Content: The Iowa Area 18 web page will include the following: a description of what Al-Anon and Alateen Is and Is Not; a complete and up-to-date listing of Al-Anon and Alateen meetings throughout the Iowa Area; address and phone numbers for Information Services and Literature Depots within the Iowa Area; *Iowa Reaches Out* Newsletter, information specific to professionals; and an area activity page which will be limited to dates for Iowa Area assemblies, Area World Service Committee (AWSC) meetings, Area Service workshop, and Area Serenity Weekend; District Flyers, Al-Anon only, can be listed within the District events.

Anonymity: This web site will not publish full names of any Al-Anon/Alateen member or make reference to any information relating to an individual that conflicts with our Tradition of Anonymity. Members will be identified by service title only; i.e.: Delegate, District Representative, Alateen coordinator.

Domain Registration: The domain name for this web site shall be: www.iowa-al-anon-alateen.org. It will be registered in the name of Iowa Area State Al-Anon Family Groups Assembly, Inc.

Coordinator Duties: The area web page coordinator will coordinate items for inclusion to the web site. Once the meeting site database has been established, the group records coordinator will submit updated meeting changes to the web page coordinator when received. These changes will include meeting location and address, day of the week and time of the meeting. Good communication between web page coordinator and group records coordinator will be necessary. At each Spring Assembly, the Web Page Coordinator will inform districts whose meeting schedules on the Meetings tab are more than a year out of date. If the district fails to provide an updated schedule within 30 days, the Web Page Coordinator will remove the outdated schedule from the Meetings tab. A link to the Iowa Meeting Schedule filtered to show only meetings in that district would be used instead. Since the maintenance of a web page requires specific skills and knowledge, not only does the area web page coordinator need to be an Al-Anon member, he/she must also have web page proficiency. All other Iowa area requirements to serve as an area coordinator will apply.

The goal of the area web page coordinator is to keep all items on the web site current so that visitors to the Iowa Area 18 Al-Anon web site will receive the most accurate information possible.

The web page coordinator will welcome input from all members of the Area 18 Al-Anon Assembly. This coordinator shall always rely on the Al-Anon/Alateen service manual for direction.

Requests for Information/E-Mail: A contact e-mail address may be established, without the use of names. Purpose of the e-mail address would be to answer questions of the web site reader. The Webmaster will forward e-mail questions on to the appropriate officer or coordinator for a reply.

Financial Obligations, Site Locations, Information Updates, etc.:

The AWSC will establish a budget line item for the web page coordinator. Costs will include reimbursement as other area coordinators for assembly, AWSC meetings, etc., and the expense of the domain name registration and web server use. The web page coordinator will be responsible for monitoring and recording all expenses incurred for the web page. The area treasurer will be notified of all expenses of the web page and will be responsible for the payment of these. Any need to change the host location of the web page or domain name registration shall be presented to the AWSC for input and acceptance of proposed changes. At all times the Traditions of the Al-Anon Family Groups will be maintained to insure that we continue to be self-supporting in all aspects.

It must be remembered that this web site is representing Iowa Area 18 Al-Anon and in that respect, no one person shall have full responsibility for the information presented. The AWSC, through the web page coordinator, will have full input into the layout, information provided, funds allocated, etc.

The Area 18 Al-Anon assembly shall be informed of the workings of the web site. Information sharing will include verbal and written reports at each area assembly and AWSC meeting, as well as quarterly reports in the area newsletter. Demonstrations of the web site via verbal reports, printed versions or when possible and finances are available, a live demonstration of

the web page itself, should be made available for assembly members' assessment and review.

IOWA GUIDELINES FOR AL-ANON AND ALATEEN PARTICIPATION IN AN AA CONFERENCE

These guidelines have been developed for Al-Anon and Alateen members who are planning to participate in an Area Conference hosted by Alcoholics Anonymous. Al-Anon and Alateen are present at the AA Conference by invitation of AA. While AA calls this meeting a Conference, Al-Anon calls the Area business meetings with Group Representatives (GR) an Assembly.

Tradition Six states, "Although a separate entity, we should always cooperate with Alcoholics Anonymous". It is through the application of Tradition Six that we create and nourish a spirit of cooperation. The wise counsel of all of our traditions is the guiding spiritual force for effective communication among us. Tradition One clearly shows that unity provides the right climate in which to work; Tradition Two reminds us that there is but one authority guiding our decisions and actions; and Tradition Twelve reminds us to always place principles above personalities.

Registration fees and money from ticket sales go into a Conference fund handled by AA. From this fund they pay expenses of the Al-Anon and Alateen speakers, the rent of any meeting rooms required, and any miscellaneous expenses incurred. Al-Anon will require a meeting room for our Assembly business meeting that will accommodate 150 people

The Al-Anon Assembly of the Iowa Al-Anon and Alateen Family Groups will be held twice a year in June and October as a joint venture with Alcoholics Anonymous. Site selection will be made by AA, usually one year in advance.

Responsibilities Of The Area World Service Committee (Awsc)

- Plan agenda for Assembly.
- The Alternate Delegate will attend AA Conference Planning Meetings as often as possible. Mileage is reimbursed by AA for attending two (2) of the planning meetings. The Alternate Delegate may request an Area Officer or Past Delegate who lives closer to attend if distance is a concern.
- The area chairperson is responsible for the selection of the Al-Anon luncheon speaker. It is suggested this process begin no less than 8 months prior to the respective assembly.
- The Area Chairperson will be the master of ceremonies at the Al-Anon luncheon.
- The Area Chairperson will chair the AWSC meeting on Friday night of the Assembly.
- The Area Alateen Coordinator will arrange for the Alateen speaker.
- The Alateen Coordinator will introduce the Alateen speaker.
- The Area Archives Coordinator will have the pictures of our co-founders, Lois W. and Anne B., for display.
- Each area coordinator will provide a table display. Total of 6 tables are required for each assembly.
- The Alternate Delegate will have the banners of Steps, Traditions, and Concepts, reserved signs for luncheon tables for Al-Anon Area Coordinators, past Delegates and Trustees, and AA officers, as well as place cards for the head table at the luncheon.

Responsibilities Of The Al-Anon Host District Committee

This is a job for more than one person; it needs a committee and the committee needs leadership. The host district should elect/select a general chairperson and co-chairperson. This should probably not be the District Representative as they will have enough responsibilities. There will also need to be supporting committees selected.
If you have questions or concerns, please check with the Area Alternate Delegate.

- District Assembly Chairperson and Co-Chairperson will attend AA Conference Planning meetings to answer questions the AA committee may have.
- Advise the AA Conference Planning Committee of the name/address of the Alternate Delegate so copies of the planning meeting minutes can be mailed to them.
- Provide the AA conference committee with the Al-Anon and Alateen schedules for the printed program. This schedule will be planned at the AWSC meeting in advance.
- Arrange for a business meeting room to seat 150 people with a microphone attached to the podium and one or two aisle microphones.
- The chairperson or co-chairperson will give a report at each AWSC meeting prior to the Assembly.
- District Assembly Chairperson will hold monthly planning meetings for the district committee to which all district Al-Anon members are welcome.
- Select host for the Al-Anon speaker. Host is to meet the speaker at the airport (if applicable) and provide transportation to and from the Assembly facility. Host will be available for speaker during free time.
- Check with AA on how they wish to cover expenses for meals for the Al-Anon and Alateen speakers, other than the Saturday Luncheon and Banquet.
- Arrange for Sunday morning Spiritual Speaker selected from the local district. Speaker's expenses of registration and luncheon and banquet meals will be paid.
- Chair the Friday night Opening Meeting.
- Chair the Friday and Saturday night Al-Anon sharing (candlelight) meetings.
- Obtain volunteers to work as greeters and at the registration table with AA until the start of the luncheon.
- Supply Al-Anon and Alateen logo stickers for name badges. (Ordered through World Service Office.) Check with the AA registration committee to see how many were left over from the previous Assembly.
- Send Assembly information to The Forum 4-6 months in advance of Assembly.
- Supply three (3) easels to display signs of meeting topics outside of meeting room. Supply meeting signs if necessary.
- Provide signs for the Alateen room and other rooms where Al-Anon display tables are, if at a different site than the main meeting room.
- It is suggested that the Alateen meeting room be near the Al-Anon business meeting room. The room should seat approximately 30-40 people.
- Arrange for display tables (June Assembly - 8; October Assembly - 7) for Literature (2), The Forum & Newsletter (1), Archives (1), Public Outreach (1), Alateen (1), flyers (1), and Delegate in June (1).
- Arrange for ample table space to seat five officers with podium centered for Al-Anon business meeting.
- Arrange for three breakout rooms/locations for the Action Committee sessions for Saturday morning.
- Have a table near the entrance/exit door of the Al-Anon business meeting room for Group Representative registration with Area Secretary and contributions for Area Treasurer.

- The head table for the Al-Anon luncheon should seat at least 15 persons to include the speaker and spouse, Alateen speaker, Alateen Coordinator and spouse, and officers and spouses.
- Give final Assembly report at the January/August AWSC Meeting. Provide two copies, one for the Alternate Delegate and one for the Area Secretary.

- Check with AA Conference Committee for the following:

- Have rooms for speakers been reserved - what are the room numbers.
- Are there ribbons for the speakers. Will there be corsages/boutonnieres for speakers.
- Mileage for the Alateen speaker.
- When will the final schedule for programs be printed.

- Check with the facility about the following:

- How and where will our banners be displayed in the Al-Anon meeting room.
- Availability and/or cost of TV/VCR or other audio/visual equipment.
- Any problems with handicapped accessibility.
- Will our meeting room be used for the luncheon/banquet, requiring breakdown of our business meeting tables, etc. How much time will the facility need to set up the luncheon/banquet?
- Designated areas for smoking.

Note: A hospitality room is optional; however, if it is decided to host one, it must be staffed and financed by local groups or specific district. If acceptable, it can be a joint project with local AA's. This is not an Area responsibility.

The following schedule is for planning purposes only and should be provided to the AA host committee as soon as possible. This is not the actual agenda.

The specific agenda for Al-Anon will be planned by the area world service committee before the assembly. Ample time will be allowed so that the specific agenda will be given to AA for printing the assembly schedule.

Friday

Late afternoon - Set up displays, GR registration (held in main Al-Anon meeting room), etc.

7:00-8:00 PM GR Registration and group donations - Need table for 2 people in Al-Anon meeting room

8:00-9:00 PM Open Meeting (100 people)

9:15-10:00 PM Area World Service Committee Meeting (40 people)

Open Al-Anon/Alateen Candlelight meeting (100 people) directly following the AWSC meeting.**Saturday**

Beginning 8:00 AM GR Registration and group donations (Table in Al-Anon meeting room)

9:00 AM (Approx.) Space available for Action Committees
(Need 3 breakout rooms to hold approximately 50 people each.)
Workshop (150 people) - can be in main Al-Anon meeting room

11:30 AM Luncheon - Alateen and Al-Anon speakers

After speakers- 2:00-2:30 PM

Main Al-Anon meeting room - Assembly business meeting
(150 people)

6:30 PM Banquet - AA speaker

Open Candlelight meeting (50 people) directly following the conclusion of the AA speaker.

Sunday

9:00-11:15 AM Workshop followed by Spiritual Speaker (100 people)

Checklist For Host District Chairperson And Committee

Date of Assembly: _____ Location of Assembly: _____

Names of Chairpersons:

1. Friday Night Opening Meeting _____
2. Friday Night Candlelight Meeting _____
3. Saturday Night Candlelight Meeting _____
4. Sunday Morning Spiritual Meeting _____
5. Workshops (if applicable) _____

Topic of Friday Night Opening Meeting (usually coordinates with theme of Assembly)

Topics of Workshops (if applicable)

1. _____
2. _____

Topics of Candlelight Meeting:

1. Friday night _____
2. Saturday night: _____

Name and Number of Room to be used for:

1. Friday Night Opening Meeting _____
2. Candlelight meetings _____
3. Alateen Meeting room _____
4. Business meeting _____
5. Action Committee Sessions _____
6. Workshops _____
7. Display Tables _____
8. Spiritual meeting _____
9. Hospitality room(s) _____

