

## 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**

March 2020

## 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 Current Area Officers: Chairman, Delegate, Alternate Delegate, Secretary, and Treasurer
- ❖ Current Coordinators: Alateen Coordinator/Area Alateen Process Person (AAPP), Archives, Group Records, Literature, Newsletter,
- ❖ Public Outreach, and Web Page
- ❖ Current District Representatives (DRs)
- ❖ Past Delegates

Purpose of AWSC: The primary function of the AWSC 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 Coordinator, which includes the duties of the AAPP, Archives, Group Records, Public Outreach, Literature, Newsletter, and 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 AWSC 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 Officer, Coordinator, and DR reports are provided to AWSC members (approximately 35 copies). Oral reports by Coordinators and DRs are not to exceed three (3) minutes at AWSC and two (2) 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 DRs while attending AWSC meetings and GRs while attending Assemblies, shall be the responsibility of their respective district and/or group.

DRs or GRs who also serve as Area Coordinator or Officer will consider their DR/GR position their primary position related to expenses incurred when carrying out 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 (WSC). When invited by a district to do so, the Area pays the Delegate's 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 WSC 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/AAPP is responsible for chairing the weekend. Registration fees cover the weekend expenses for the Alateen Coordinator/AAPP, licensed nurse or Certified Medication Aide (CMA), 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.
- Ensures assignment of all Selected Committee members at the first AWSC meeting of each new term.

- Assumes the following Area Assembly duties:
  - selects and maintains contact with the Al-Anon speaker.
  - selects speaker no later than 8 months prior to respective Assembly.
  - invites the Regional Trustee to speak once during a three-year term per suggested past practice.
  - invites a member of the WSO staff to speak at the election Assembly per suggested past practice.
  - selects the speaker for the following Spring Assembly as outgoing Chairman.
  - presides over the Al-Anon luncheon including introduction of Area Officers, Coordinators, Past Delegates, and Trustees and reads the Al-Anon Preamble and Anonymity Statement. Traditionally, the Al-Anon chair and co-chair of the host committee read the 12 Steps and 12 Traditions at the luncheon.
  - 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 and retains all resumes for use at the Area election, destroying them after the election Assembly.
  - assists with the Public Outreach Action Committee and Policy Committee.
- 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.
- Sets agenda for Area Service Workshop during the August AWSC meeting.
- 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.
- 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.)
- Collaborates with the Alateen Coordinator/AAPP in payments for the background check process for Al-Anon Members Involved in Alateen Service (AMIAS). See Alateen Group Registration Process.
  - Obtains completed Form #3: State of Iowa Criminal History Record Check Request and the appropriate processing fee from the proposed Al-Anon Member Involved in Alateen Service (AMIAS), District or Area. (3/8/2020)
  - The Area Chairman maintains Form #3 for five (5) years until it is replaced by renewed Iowa Criminal History Background check and old documents will be shredded by the Chairman. (3/8/2020)

- Processes the Iowa Criminal History Record Check and searches the National Sex Offender Public Website.
- Notifies the Area Alateen Coordinator/AAPP of the eligibility status, (whether the individual passed or failed the background check), whereupon the Area Alateen Coordinator/AAPP will notify the AMIAS of their status. (3/8/2020)
- Have access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Must be a Certified AMIAS in good standing.

### **Area Delegate**

- Serves as the vital link between the Area and the WSO.
- Reports at each AWSC meeting and Assembly on WSO events, actions, and pertinent updates.
- Attends the World Service Conference (WSC) in the spring of each year of the term and then shares at each Spring Assembly a recap of the WSC experiences and current WSO reports.
- Maintains a system for organizing handouts, reports and other pertinent materials for Assembly and AWSC meetings.
- Coordinates the Area Serenity Weekend, including, but not limited to chairing the event, setting the agenda, scheduling dates & site of the weekend, negotiating the contract, and notifying the Area Treasurer of deposit payment.
- Gathers input from within the fellowship when planning the Area Serenity Weekend.
- As Area Delegate, assists with all Action Committees and Alateen Committee.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Contacts Associate Director of Conference at WSO with names and addresses of incoming officers, coordinators and DRs.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews daily, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives, Group Representatives and Area members, as necessary.
- Must be a Certified AMIAS in good standing.

### **Alternate Area Delegate**

- Gives a report at each AWSC meeting to include Assembly update report.
- Serves as Area *Forum* Coordinator. See WSO Al-Anon Guidelines (G-32) for Area Forum Coordinators.
- Serves on the budget committee together with the Area Chairman and Area Treasurer.
- Assumes the following Area Assembly duties:
  - serves as a liaison to the host district(s) of the Area Assemblies. (See “Iowa Guidelines for Al-Anon and Alateen Participation in an AA Conference” in this document.)
  - maintains the banners of the Steps, Traditions, and Concepts, as well as the Area logo banner, for use at Assembly meetings.
  - assists with the Fellowship Communications Action Committee.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Have access to a computer for daily access to the WSO AFG Connects. Reads and reviews daily, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives, Group Representatives and Area members, as necessary.
- Must be a Certified AMIAS in good standing.

### **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.
- Assumes the following Area Assembly duties:
  - Registers Group Representatives at each Area Assembly. Furnishes registered GRs with a GR voting card.
  - Assigns GRs to their action committee and assigns general members to Action Committees at registration check in.
  - Establishes the number of all registered voting members at each Area Assembly.
  - Assists with Group Services Action Committee.

- 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.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, coordinators, District Representatives and Group Representatives, as necessary.
- Must be a Certified AMIAS in good standing.

### **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 Area 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 Al-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 1<sup>st</sup> and October 1<sup>st</sup> of each year. 8/10/10
- Performs duties as Treasurer for the Area Al-Anon Serenity Weekend.
- Assumes the following Area Alateen Serenity Weekend responsibilities:

- receives all registration fees for Alateen Serenity Weekend from the Alateen Coordinator/AAPP
  - follows the budget line item for Alateen Serenity Weekend expenses from the Alateen Coordinator/AAPP and the AMIAS Medical Personnel.
  - pays the deposit for next year's camp (Alateen Serenity Weekend)
- As Area Treasurer, assists with Public Outreach Action Committee and Web Page Committee.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.
- Must be a Certified AMIAS in good standing.

**AREA COORDINATORS** (Supplement to *Al-Anon/Alateen Service Manual* and “Iowa Area Action Committee Guidelines”)

**Alateen Coordinator/Area Alateen Process Person (AAPP)**

- 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.
- Is responsible for initial training and recertification of all Al-Anon Members Involved in Alateen Service (AMIAS)
- Distributes information provided by the WSO to the AWSC & Assemblies.
- Arranges for, hosts and introduces the Alateen speaker during the Assembly luncheon.
- Assures there is an Al-Anon Member Involved in Alateen Service (AMIAS) at each of the Alateen meetings held at Area assemblies. See G16 for AMIAS to Alateen ratios.
- Is responsible for enforcing compliance with the Area Safety and Behavioral Requirements at the Assembly where there is Alateen participation; including maintaining 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, updates the WSO Online Group Records application.
- Notifies the District Representative of Alateen group updates or representative changes.

- Annually reconciles and updates AMIAS certification through the Online Group records application by June 15th of each year. (3/8/2020)
- Obtains from AMIAS, who have not had a State of Iowa Criminal History Record Check (Form #3) in the past five (5) years from the date of their last Criminal History Record Check, a completed Form #3 to send to the Area Chairman for processing. Fees to be paid by the Area. (3/8/2020)
- Informs Alateen Group CMAs that the WSO Alateen Annual Update sheets should be reviewed, signed and returned to the Alateen Coordinator/AAPP.
- Gathers all Alateen signed parent/guardian consent forms at each Assembly upon Alateen's arrival. (See Alateen Safety and Behavior Requirements).
- Obtains notification from the Area Chairman whether the proposed AMIAS was eligible to become an AMIAS; (whether the individual passed or failed the background check) and notifies the proposed AMIAS of their standing. Form #1 Al-Anon member involved in Alateen Service-WSO and Form #2 Al-Anon/Alateen Area Iowa Group AMIAS Application will be shredded by the Area Alateen Coordinator/AAPP after inputting the information into the WSO Online Group Records Application. (3/8/2020)
- 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/AAPP 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and

reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.

- Must be a Certified AMIAS in good standing.

### **Archives**

- Distributes information provided by the WSO to the AWSC and 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.

### **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 and 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 name, meeting address, meeting types, meeting notes, location notes, (passed) 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 member. 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 and Web Page Committee.
- Provides Group Records 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects.

### **Literature**

- Distributes information provided by the WSO to the AWSC and Assemblies.
- Provides literature display 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.

### **Public Outreach**

- Distributes information provided by the WSO to the AWSC and Assemblies.
- Provide a Public Outreach display at Area Assemblies.
- As a coordinator, assists with the Public Outreach Action and the Area Inventory 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.

- Has access to a computer for daily access to the WSO AFG Connects. Reads and review regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.

### **Newsletter**

- 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 and is distributed by email to all CMAs who provide an address. A hard copy is sent via USPS to CMAs who do not provide an email address. Individual printed subscriptions are available to Al-Anon members for \$3 per year by request. (Addresses are provided and updated by the Area Group Records Coordinator and shared with the Newsletter Coordinator.)
- Communicates with Group Records Coordinator any group address changes discovered due to returned email or snail mail notifications.
- 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 Al-Anon Area Assembly weekend agenda. 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.
- At the completion of the term, a CD or flash drive (or most current method of media storage) containing copies of all newsletters completed during the term is provided to the Area Archivist.
- As a coordinator, assists with the Fellowship Communications Action and Area Policy 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.

### **Web Page**

- It is a requirement of this position for the coordinator to have access to a computer and the Internet and be proficient in their use. Also required is skill in using a spreadsheet program and the ability to maintain a web page.
- Coordinates with Web Page Committee/AWSC to determine items for inclusion on 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 notify 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.
- Submits expenses to Area Treasurer for reimbursement.
- Provides web site demonstrations (verbal, printed, or live demonstration when possible and financially feasible) for Assembly members' assessment and review.
- Posts current edition of the *Iowa Reaches Out* newsletter in a timely manner upon receipt from Newsletter Coordinator.
- Updates the Iowa Al-Anon web page to ensure it is as current 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.

- Has access to a computer for daily access to the WSO AFG Connects. Reads and reviews regularly, all information sent by WSO and forwards on all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives, as necessary.

### **District Representatives**

- Serves as the liaison between the AWSC and the District.
- Reports at the AWSC meetings and Area Assemblies on the activities in their district.
- Notifies the Area Group Records Coordinator of any group changes within their district.
- Notifies the Alateen Area Coordinator/AAPP of Alateen group changes, such as new, closed or reactivated groups.
- Notifies the Area Group Records Coordinator of Alateen Group Representative changes.
- 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.
- 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.
- Provides 35 copies of report (on a whole sheet of paper) at each AWSC meeting and Assembly.
- Has basic working knowledge in the use of a computer, its programs, and the Internet.
- Needs to have at least daily access to a computer including WSO AFG Connects. -

### **Selected COMMITTEES of the Iowa AWSC**

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

**Alateen Committee** Since its inception 1/04, this committee assists the Area Alateen Coordinator/AAPP in upholding the Alateen guidelines. Committee is composed of: Area Alateen Coordinator/AAPP, Area Delegate, 2 District Representatives and Past Delegate if available. All members of this committee must be certified AMIAS.

**Area Guidelines/Policy and Procedures Committee** 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 2<sup>nd</sup> Fall Assembly of each term.

Committee is composed of: Alternate Delegate, Public Outreach Coordinator, Archives Coordinator, District Representative, and Past Delegate if available.

**Budget Committee** 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, thirty (30) 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.
  - D. Must be able to become AMIAS Certified.
- 
- 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 GRs 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 his/her responsibilities, the Delegate will appoint another Al-Anon member to fill the position for the unexpired term.

The incoming Alateen Coordinator/AAPP is required to be AMIAS Certified.

### **ACTION COMMITTEE GUIDELINES**

DRs will be assigned to Action Committees 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 conference approved literature (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/AAPP
- 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 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.

## **Iowa Area Alateen Safety and Behavioral Requirements**

In accordance with the 2003 Alateen Motion from the Board of Trustees that was affirmed by the 2004 World Service Conference, the following requirements 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/AAPP.
2. When Alateens participate in events that are not an Alateen meeting, the parents or legal guardian must complete and sign the applicable permission and medical forms.
  - 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.
  - Permission and Medical Forms will be retained in a secure location for Area records for 3 years from the date received and then destroyed by the Alateen Coordinator/AAPP.
3. There must be at least one AMIAS at every Alateen meeting. It is recommended that each group have two AMIAS available. Alateen meetings are closed meetings intended only for young people affected by someone else's drinking. Only Alateen members, prospective members, and the Area-certified Alateen Group Sponsors affiliated with the group attend. The Area defines affiliated to include certified AMIAS acting as substitute/backup and those assisting with the transportation of the teens. Designated Area trusted servants (e.g. Area Delegate, District Representative) may occasionally attend meetings as a resource to the group. No other adults may participate in or observe an Alateen meeting.

4. The Area prohibits overt or covert sexual interaction between any adult and Alateen member.
5. Any conduct contrary to applicable State of Iowa laws are strictly prohibited by the Area
6. The Area requires procedures for parental permission and medical care be followed
7. when applicable, such as at Area Alateen Serenity Weekend, Area Assemblies, other events in our Area that use the Alateen name and when there is a need for transportation.
8. The name of Alateen can only be used with functions in participation with or in conjunction to the structure of Iowa Area Al-Anon.
9. The Iowa Area Al-Anon/Alateen Policy and Procedure Guidelines, Iowa Area Alateen Safety and Behavioral Requirements and Forms have been reviewed by Iowa legal counsel. Any changes will be submitted to the Area Guidelines/Policy and Procedure Committee for review as needed and be resubmitted for legal counsel review as deemed necessary.\*

### **Alateen Group Registration Process**

All new Alateen group registrations and any changes will go to the Area Alateen Coordinator/AAPP. The District Representative updates the Alateen Group Representative information with the Area Group Records 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 from the Alateen Coordinator/AAPP:  
Form #1: AI-Anon Member Involved in Alateen Service – WSO  
Form #2: AI-Anon/Alateen Iowa Alateen Group AMIAS Application  
Form #3: State of Iowa Criminal History Record Check Request Form (per Iowa Area Al-Anon policy an applicant's social security number must be provided on this form).
2. The completed form #3 will be sent to the Area Chairman for completion of the Iowa Criminal History Record Check and National Sex Offender Public Website.

3. The Area will be responsible to pay the background check fees for three members per term, per group. If the applicant reports previous residence in another state or has changed their name in the past ten years, additional background checks must be completed. Payment for the additional applicable fees will be the responsibility of the member and/or District. The Area Alateen Coordinator/AAPP will advise the member of the fee amount to be accompanied with the form.
4. The Area Chairman will notify the Area Alateen Coordinator/AAPP whether the member is eligible to become an AMIAS. (The reason why the individual passed or failed the background check is strictly confidential).
5. The Area Alateen Coordinator/AAPP will update the WSO Online Group Records application for all AMIAS and Alateen groups. The WSO will assign the group registration and AMIAS ID number.
6. All group changes will be sent to the Area Alateen Coordinator/AAPP who will then update the Online Group Records application.
7. Annual certification to WSO will be required for all certified AMIAS. The Area Alateen Coordinator/AAPP will send out the re-certification form annually to each AMIAS to complete and return to Area Alateen Coordinator/AAPP.
8. Annual certification to WSO will be required for all Alateen groups. The Alateen Annual Update is sent to the Current Mailing Address (CMA) of the Alateen Group to provide any changes to the Alateen meeting. The form/information is forwarded to the Alateen Coordinator/AAPP to enter the changes on the Online Group Records application.
9. AMIAS Application forms will be retained in a secure location for Area records for 3 years from the date received and then destroyed by the Alateen Coordinator/AAPP. (4/3/05)

### **Iowa Area Alateen Function Guidelines**

Participation in the activity is a PRIVILEGE granted to the Alateen. The Alateen is expected to display proper interest, dedication, citizenship, and a high level of conduct. We are representing ourselves as well as Al-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**

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

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

Be polite and respectful to all in attendance. Remember we are representing the worldwide fellowship of Al-Anon and 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 certified Al-Anon Member Involved in Alateen Service (AMIAS), parent, legal guardian and/or authorized adult.

Each Alateen must have parents or legal guardian complete and sign PERMISSION AND MEDICAL FORM. (See Alateen Safety Guidelines G-34) Permission and Medical Forms will be retained in a secure location for Area records for 3 years from the date received and then destroyed by the Coordinator. (4/3/05)

**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. The Area Alateen Coordinator/AAPP, AMIAS, or the Assembly are not responsible for lost or stolen articles of clothing and/or other personal effects. Each Alateen is responsible for personal items brought to an event.

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 inappropriate sexual behavior, etc.

Any violation of these guidelines will be brought to the Alateen Coordinator/AAPP 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 Al-Anon and Alateen. Make sure that your actions are appropriate.

The age limit for attendance is twelve (12) to nineteen (19). Alateens that are legal adults agree to abide by the Area Alateen Safety and Behavioral Requirements when participating in Alateen events.

Each Alateen must have parents complete and sign PERMISSION AND MEDICAL FORM. (See Alateen Safety Guidelines G-34) Permission and Medical Forms will be retained in a secure location for Area records for 3 years from the date received and then destroyed by the Coordinator. <sup>(4/3/05)</sup>

**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/AAPP. No Alateen will be allowed to leave camp once checked in, unless pre-arranged approval with Area Alateen Coordinator/AAPP (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 into the licensed nurse or Certified Medication Aide 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/AAPP, AMIAS, or the camp staff are not responsible for lost or stolen articles of clothing and/or other personal effects. Each Alateen is responsible for personal items brought to an event.

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 inappropriate sexual behavior, etc.

Any violation of these guidelines will be brought to the Alateen Coordinator/AAPP 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 Al-Anon events such as 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/AAPP.

**Domain Registration:** The domain name for this web site shall be: [iowa-al-anon.org](http://iowa-al-anon.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. The Group Records Coordinator will submit updated meeting changes to the Web Page Coordinator when received. These changes will include meeting name, meeting types, meeting notes, location notes, 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 ensure 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/AAPP will arrange for the Alateen speaker.
- The Alateen Coordinator/AAPP 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 Alternate Delegate 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. Speakers 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/AAPP and spouse, and Officers and spouses.
- The Alternate Delegate will give the final Assembly report at the January/August AWSC Meeting. Provide a copy 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)

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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) \_\_\_\_\_

TREASURER  
SECRETARY  
DISTRICT REPRESENTATIVE

WEB PAGE COORDINATOR

\*References - Benzoni Law Office, PLC,  
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