

# 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**

June 2021

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# **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 Iowa Area service work at various levels and are meant to supplement the Al-Anon/Alateen Service Manual.

The guidelines have been divided into Iowa Policy, Iowa Alateen, and Iowa Procedure sections, with each section having its own purpose and use. In doing so, Iowa Al-Anon members involved in service will be able to utilize it as their Individual/Group/District/Area needs arise.

This booklet will be revised by the Area World Service Committee AWSC and Area Policy Committee annually (usually in August), to assure ease of use and continuity of Area policy motions and Area procedures. (08-08-04).

A copy of the motion log is available from the Area Secretary, for any service members who request a copy.

*(Some information and policy decisions presented in this booklet could only be obtained through our Area Archives, which the Policy Committee has examined and utilized as much as possible.)*

## **POLICY GUIDELINES IOWA AREA AL-ANON/ALATEEN**

As a supplement to the *WSO Al-Anon "Digest of Al-Anon and Alateen Policies"*, the following policies reflect statements that grew out of questions and experiences from the Al-Anon fellowship in Iowa. They follow motions that have been brought either to the Area World Service Committee or the Iowa Area Assembly for vote and implementation. These Guidelines are Area interpretations of our basic guides, the Twelve Traditions, and the Twelve Concepts of Service.

Some of our Policies reach back to our beginnings as an Area and some are as recent as our latest business meeting. If at all possible, each Policy will have a date in parenthesis near it to allow members to visualize when and how the Policy came into being.

Changes and additions to these Iowa Policy Guidelines are made only as our circumstances and growth require, since anticipating and including every specific situation would be impossible. Changes to Policy must go through the process of discussion, review, motion and vote by the AWSC and/or Assembly before changes may be made.

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## The Area World Service Committee (AWSC)

The Iowa AWSC composition:

- ❖ Current Area Officers (5): Chairperson, Delegate, Alternate Delegate, Secretary, and Treasurer
- ❖ Current Coordinators (7): Alateen Coordinator/Area Alateen Process Person (AAPP), Archives, Group Records, Literature, Newsletter, Public Outreach, and Website
- ❖ Current District Representatives (DRs) (15)
- ❖ Past Delegates (varies by year)

Iowa AWSC members are to attend three (3) AWSC meetings (January, March, and August) per year. (*See also Area Assemblies for other attendance guidelines*).

Function 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 (5), the DRs (15), and Coordinators of special services (7) and Past Delegates. These meetings, called and chaired by the Area Chairperson, may be held at stated intervals to hear and discuss the Delegate's report and to consider Area matters, with the purpose of informing and unifying the groups in the Area. (*See also the World Service Handbook section, Al-Anon/Alateen Service Manual.*)

The AWSC sets the agenda for the Area Assemblies and Area Service Workshop. The AWSC may also create agendas for other service meetings as needed.

Area Officers, Coordinators, and DRs are to email their reports to the Area Chairperson. The Chairperson will electronically forward reports to all AWSC members prior to each AWSC meeting, informing them of any upcoming discussion or vote (8/4/2019).

Anyone who plans to make an oral presentation during the AWSC meeting must also submit a written/or electronic copy to the Chairperson prior to the meeting, so it may be made available to each AWSC member. (Presentations may include Task Force/Thought Force reports, committee reports or a request for an action to be taken by the AWSC).

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

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

Guidelines for replacing AWSC members not fulfilling their duties: (6/20/18)

- In the event an Area Officer or Coordinator is absent from two Area AWSC meetings in a calendar year, without notification or valid excuse such as illness or a death, resignation shall be requested by the Area Officers.
- 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 Chairperson 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.

Establishing AWSC Quorum

To carry out important business at AWSC meetings, the Iowa Area bylaws require that a majority of members shall constitute a quorum for the transaction of business at any meeting. Each member shall have one vote.

In the absence of a quorum, a majority of the Officers present may adjourn the meeting until a quorum is obtained.

To establish the AWSC quorum for voting purposes, the total number of active AWSC members will be established at the beginning of each year of a term.

### **Iowa Area Assemblies**

The Assembly of the Iowa Al-Anon and Alateen Family Groups is the business meeting of the Area Group Representatives (GRs) to express their voice and vote, at the Area level, on behalf of their group. During an Assembly, the Delegate reports the activities of the World Service Conference. (*See also WSO Service Manual, Groups at Work*)

The Iowa Area Assembly is held twice a year in June and October. Historically, Iowa Al-Anon has held its Assembly at the same time/ place, and in cooperation with Iowa AA, as their invited guests. (*Refer to the section on Iowa Guidelines for Al-Anon and Alateen Participation in an AA Conference.*)

Iowa AWSC members are to attend two (2) Assemblies per year, (June and October). If an AWSC member is unable to attend an Area Assembly meeting, the Chairperson should be notified and their report should be sent to the Chairperson prior to the meeting.

Area Officers, Coordinators, and DRs are to email their reports to the Area Chairperson. The Area Officers will review all reports for anonymity concerns so reports can be posted electronically on the Iowa Area website before each Assembly meeting. This will allow all attending members to be informed of any discussion and/or vote. *(5/6/2020 for a two-year trial period)*

Oral reports will be given by Coordinators and DRs, at Assemblies, and are not to exceed two (2) minutes *(3/19/00)*. Coordinators who may require additional time in order to share projects/information should arrange with the Area Chairperson to be added to the agenda prior to start of the meeting.

GRs and/or Alternate GRs act as a liaison between their group and the District, and between their group and the Area Assembly. GRs are expected to attend the Area Assembly meetings as part of their responsibility to their group.

For each group to have the ability to vote and participate at the Iowa Area Assembly, the group's GR and/or Alternate GR must be recorded with the Iowa Group Records Coordinator prior to the Assembly. If there is a change in a 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) (See Also Procedures/ Group Records Job Description)*.

## **Iowa Area Election Procedures**

Since the newly elected GR may be attending the election Assembly, the election for individual districts and groups should precede the date of the Area election Assembly, which is held during the 3<sup>rd</sup> year, October Fall Assembly. As guided by the WSO Service manual policy, an Al-Anon or Alateen member, who is also a member or has been a member of A.A., is not eligible to serve as GR or Alternate GR. *(See Service Manual, Digest of Al-Anon/Alateen Policies)*.

### **Eligibility to Stand for Iowa Area Officer**

In order to benefit from service experience, Iowa 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 in the Iowa Area.

#### **'Active' for Area Officer requires all of the following:**

- A. Regular attendance at Al-Anon meetings.
- B. Attendance at AWSC and Area Assemblies (minimum of three each year, in the full current term).
- C. Participation in service work at any level.
- D. Be able to become Al-Anon Member Involved In Alateen Service AMIAS Certified.



Al-Anon members who are also members of A.A. participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole. (See *WSO Service Manual, Digest of Al-Anon/Alateen Policies*).

In order to meet service 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. (See also *Area Officer AWSC/Assembly requirements*)

Interested individuals may obtain a resume form, after March 1 of an election year, from the Area Secretary, Iowa Al-Anon website or *Iowa Reaches Out* newsletter.

The completed resume form must be submitted to the Area Chairperson and either US post mark-dated or e-mail time dated by July 1st of the election year. (3-25-07) Resumes will be included in the August *Iowa Reaches Out* newsletter.

### **Election of Iowa Area Officers**

Election of Area Officers will be held during the 3<sup>rd</sup> year of a term at the Fall October Assembly. Voting will be done by current GRs with "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 of the year following the October Fall election.

If an Area Officer resigns before the end of their term or does not fulfill his/her responsibilities, a new Area Officer will be elected, for the unexpired term, by the majority vote of the AWSC. Interested members must submit the required resume. The Area Officers may appoint an interim officer until the next meeting of the AWSC.

All Iowa Area Officers are required to become AMIAS Certified. (1/21/18)

### **Proposed Method of Election of Iowa Area Officers**

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

- A Simple Majority - one more than half (for use in all elections where a simple majority is required). (See also "*Election Assembly Procedures*" in the *Al-Anon/Alateen Service Manual*.)
- Substantial Unanimity - at least 2/3 of the voting GRs as suggested per the *Al-Anon/Alateen Service Manual* for election of Delegate and Alternate Delegate.

At the conclusion of the elections, all ballots will be destroyed by the Iowa Area Secretary.

## **Eligibility to Stand for Iowa Area Coordinators**

Any active Iowa Al-Anon member, who also meets the qualifications for GR, 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 Iowa 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 website.
- The completed resume form must be submitted to the Iowa Area Chairperson and either US post mark-dated or e-mail time dated by July 1st of the election year. Resumes will be included in the August newsletter.

## **Election of Iowa Area Coordinators**

Iowa Area Coordinators are to be elected by the Iowa AWSC from submitted resumes. The election of Iowa Area Coordinators will be held at a meeting of the Iowa AWSC at some time following the business meeting in which the election of Iowa Area officers was held.

All terms of office shall begin on January 1 of the year following the October Fall election.

## **Proposed Method of Election of Iowa Area Coordinators**

The election of Iowa Area Coordinators is to be by a simple majority.

If no resumes are submitted for a Coordinator's position, the incoming Delegate will appoint an Iowa Al-Anon member to fill the position.

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

The incoming Alateen Coordinator/AAPP is required to be AMIAS Certified. (1/21/18)

At the conclusion of the elections, all ballots will be destroyed by the Iowa Area Secretary.

## **Selected Committees of the Iowa AWSC**

Members for Iowa Area Committees will be appointed by the Area Chairperson during the January AWSC meeting of each new term.

### **Alateen Committee:**

Since its inception in January 2004, this committee has assisted the Area Alateen Coordinator/AAPP in upholding the Alateen guidelines.

The Committee is composed of the Area Alateen Coordinator/AAPP, the Area Delegate, two (2) District Representatives and a Past Delegate, if available. All members of this committee must be/or will become certified AMIAS. The Chairperson of this committee will be the Area Alateen Coordinator/AAPP.

### **Area Guidelines/Policy and Procedures Committee:**

This Committee oversees updates as mandated by motions, discussions or any changes deemed necessary based on decisions from WSO, AWSC or shared experience of Iowa Area AI-Anon members. This Committee meets at least twice yearly.

The Committee is composed of: the Area Chairperson, the Area Secretary, the Newsletter Coordinator, a District Representative, and a Past Delegate, if available. The Chairperson of this committee will be the Area Secretary.

### **Area Inventory Committee:**

This Committee will develop an Area Inventory, which will be conducted during the 2<sup>nd</sup> year Spring Assembly with results shared at the 2<sup>nd</sup> year Fall Assembly of each term.

The Committee is composed of: the Alternate Delegate, the Public Outreach Coordinator, the Archives Coordinator, a District Representative, and a Past Delegate, if available. The Chairperson of this committee will be the Area Alternate Delegate.

### **Budget Committee:**

This Committee assists the Area Treasurer in developing and presenting to the AWSC, an annual budget of estimated income and expense of the Area, making certain the Area is always financially sound.

The Budget committee meets annually to review the Area bank statements.

The Area budget committee is composed of: the current Area Treasurer, the Area Chairperson, and the Alternate Delegate. The outgoing Area Treasurer shall assist with the 1st budget of the new term. The Chairperson of this Committee will be the current Area Treasurer.

### **Website Committee:**

This committee assists the Website Coordinator in disseminating items for inclusion on the Iowa Area website. Committee members need to have knowledge of internet protocol, and website usage.

Committee members must be aware of the importance of anonymity involving Iowa Al-Anon service members. They also need to be knowledgeable of the Website Guidelines.

The Committee must be able to use email or other means of communication when discussion about the Iowa Al-Anon website is necessary.

The Committee is composed of: the Website Coordinator, the Area Treasurer, the Group Records Coordinator, a District Representative and a Past Delegate, if available. The Chairperson of this committee will be the Website Coordinator.

### **Area Expenses**

The AWSC is responsible for the approval of the annual Iowa Area Budget and the regular review of expenditures by the Area Treasurer.

The typical Iowa Area Budget may include, but not be limited to, the following items:

- The expense for the AWSC meeting rooms.
- All Officers, Coordinators, and active Past Delegates (1/12/2020) expenses to Assemblies and AWSC meetings, as determined by the current approved Area budget.
- An amount for the Delegate's Equalized Expense, to be sent to the WSO.
- Other incidental expenses.
- Anticipated expenses/revenues from Area events.
- Anticipated expenses/revenues from other service arms, groups, and members.

Expenses incurred, by DRs, while attending AWSC meetings, and GRs while attending Assemblies, shall be the responsibility of their respective district and/or group. (6/14/1980).

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. (8/26/90)

Iowa Area Delegate expenses will be budgeted separately from other AWSC members' expenses, due to the responsibilities that follow the position.

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 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.

### **Dividing or Realigning Area Districts**

When a District or several Districts are considering dividing or realigning to improve participation and representation of its groups, members of the participating Districts need to communicate among each other as openly as possible, keeping the Traditions in mind. Members also need to consider the financial obligations that may arise from any division or realignment.

The groups within all the districts involved should be polled and, with majority consent, may petition the AWSC to take action on the proposal. At that time the existing DR/DRs would represent the district in which they currently serve. A caucus of the proposed new District or Districts' GRs could be held to elect their DR to complete the current term of office. The elected DR would have immediate voting rights.

Before the division or realignment is finalized, a trial period of three (3) years by the new District/Districts is recommended.

If after the trial period the division or realignment is successful, the AWSC will recommend all revisions become permanent. This recommendation would be presented at the next Iowa Area Assembly for final approval.

If the division or realignment does not prove able to function as presented, the AWSC will recommend that all revisions revert to their original status. This recommendation would be presented at the next Iowa Area Assembly for final approval.

### **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. (3/09/03)

## Website Guidelines

(8/11/02)

### 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.

### Website Committee:

It must be remembered that this website is representing Iowa Area Al-Anon and in that respect, no one person shall have full responsibility for the information presented. The AWSC, through the Website Coordinator and Website Committee, will have full input into the layout, information provided, funds allocated, etc. (See also Website Coordinator job description)

### Website Content:

The Iowa Area website will include, but not be limited to, the following list. Any additions and changes will be reported to Iowa AWSC and Al-Anon members routinely. Input for the site will be welcome from all members of the Iowa Area Al-Anon Assembly. The Website Coordinator shall always rely on the Al-Anon/Alateen Service Manual and Area Website Guidelines – G-40 from WSO, for direction.

- Iowa Area Al-Anon and Alateen meetings
- Iowa Area Information Services and Literature Depots contact details
- Iowa Area Newsletter
- Iowa Area Policy Manual (most current)
- Iowa AWSC and Assembly documents
- Iowa Area Events Calendar (Events should be connected to the Iowa Area links of service)

### Anonymity on Area Website:

The Iowa Al-Anon Area website will not publish full names of any Al-Anon/Alateen member or make reference to any information relating to an individual that conflicts with the Tradition of Anonymity. Members will be identified by service title only (i.e. Delegate, District Representative, Alateen Coordinator/AAPP, etc.).

### Domain Registration of Area Website:

The domain name for the Iowa Area website shall be: **iowa-al-anon.org**. It will be registered in the name of Iowa Area State Al-Anon Family Groups Assembly, Inc. (see financial obligations for domain costs).

### Requests for Information/E-Mail through Area Website:

The Website Coordinator will forward e-mail questions on to the established generic email address of the appropriate officer or coordinator for a reply, as needed.

Financial Obligations, Site Locations, Information Updates, etc:

The AWSC will establish a budget line item for the Website Coordinator. Costs will include the expense of the domain name registration and web server use.

The Website Coordinator will be responsible for monitoring and recording all expenses incurred for the website. The Area Treasurer will be notified of all expenses of the website and will be responsible for the payment of these. Any need to change the host location of the website 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 Iowa Al-Anon continues to be self-supporting in all aspects.

## **POLICIES AND PROCEDURES IOWA AREA ALATEEN**

According to the 2003 Board of Trustee Alateen motion, ALL items dealing with Alateen must be reviewed by legal counsel and then sent to the WSO for their review.

Changes and additions to these Iowa Alateen Policy/Procedure Guidelines are made only as our circumstances and growth require.

Any changes to any Alateen item must go through the process of discussion, review, motion and vote by the AWSC and/or Assembly before changes may be made.



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## **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 and updated March 21, 2021 to further meet all compliance matters. (See WSO Service Manual/Alateen 2003 Safety and Behavior Requirements Motion). (10/09/04 & 8/4/19)

The Iowa Area Al-Anon/Alateen Policy and Procedure Guidelines, Iowa Area Alateen Safety and Behavioral Requirements and Forms have been reviewed by an Iowa legal counsel, as required by WSO. (8/4/2019). All revisions will be resubmitted for legal counsel review as deemed necessary.

Any changes to the Iowa Area Alateen Safety and Behavior Requirements will be submitted by the Alateen Committee to the Area Guidelines/Policy and Procedure Committee for review as needed before submission to the Iowa Area Assembly.

1. Every Al-Anon member involved with Alateen service (AMIAS) must:
  - Be an active 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, nor has demonstrated emotional problems which could result in harm to Alateen members.
  - Have completed and passed a child abuse, criminal records, and National Sex Offender Public Website background check, which is required by Iowa Area Al-Anon for all Al-Anon Members Involved in Alateen Service (AMIAS).
  - Completes 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. (3/22/09)

*(\*Felony is described as a serious crime and has long jail or prison sentences, fines, or permanent loss of freedoms. Misdemeanors usually involve jail time, smaller fines, and temporary punishments.)*

2. When AMIAS transport Alateens to any events other than an Alateen meeting, the parents and/or legal guardian must complete and sign the applicable Iowa Area Alateen Consent and Release forms.
  - Forms must be returned to the group 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 and attendance will be denied.**
  - Iowa Alateen Consent and Release forms for will be retained by the Iowa Alateen Coordinator/AAPP in a secure location for 3 years from the date received and then destroyed by the Alateen Coordinator /AAPP.
3. It is recommended that each group have two AMIAS available. There must be at least one AMIAS at every Alateen meeting. Alateen meetings are closed meetings intended only for young people affected by someone else's drinking. Only Alateen members, prospective members, and AMIAS affiliated with the group are to 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, DR) 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. (G-34)
5. Any conduct contrary to applicable State of Iowa laws are strictly prohibited by the Area.
6. The Area requires all procedures for parent and/or legal guardian permission and medical care be followed when applicable, such as at Area Alateen Serenity Weekend, Area Assemblies and any other events in the Area that use the Alateen name.
7. In order to use the Alateen name, the Iowa Area, all AMIAS, all Alateen members, and all meetings and events with Alateen participation must comply with the Iowa Area's Alateen Safety and Behavioral Requirements.
8. In regard to all Iowa Alateen members traveling outside the Area for an Al-Anon/Alateen function as a group and with AMIAS:
  - All AMIAS are required to have the Area's approval prior to taking Alateens to events with Alateen participation within or outside of the Area. (G-16). The Iowa Alateen Coordinator/AAPP must receive notification from the AMIAS of the event, location and travel arrangements immediately upon deciding to attend that event.
  - The Iowa Alateen Coordinator/AAPP will contact the other Area for details of the event and if our requirements match that Area's Safety and Behavioral Requirements.

- Alateen members must be accompanied by an Iowa AMIAS(s)
  - The AMIAS(s) must be in good standing according to the Iowa Area Alateen Safety and Behavioral Requirements.
  - AMIAS must have the completed Iowa Alateen Consent and Release Form prior to leaving for the event.
9. In regard to all Alateen members from other Areas attending an Iowa AI-Anon/Alateen event:
- Visiting Alateen members must be accompanied by an AMIAS(s) from their Area.
  - Alateen members must follow Iowa's Alateen Safety and Behavioral Requirements.
  - Sponsoring AMIAS, on behalf of visiting Alateen members, must provide their Area's Safety and Behavioral Requirements to the Iowa Area Alateen Coordinator/AAPP along with their request to attend an Iowa Area event.

The Iowa Area AI-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 to group information 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. Proposed AMIAS must obtain and complete the following forms from the Alateen Coordinator/AAPP:
  - State of Iowa Criminal History Record Check and Sex Offender Registries (Iowa Single Contact Repository). *(per Iowa Area AI-Anon policy, an applicant's social security number must be provided on this form). (See also Area Chairperson's Responsibilities)*
  - AI-Anon Member Involved in Alateen Service form – (WSO.)
  - AI-Anon/Alateen Area Iowa Alateen Group AMIAS Application.
2. The State of Iowa Criminal History Record Check will be sent to the Area Chairperson for completion of background checks, which includes the National Sex Offender Public Website.

3. Upholding the 2003 Alateen Motion, from the Board of Trustees Minimum Safety and Behavioral Requirements, all information received from the DCI is final. It is not the Area Chairperson's responsibility to dispute the findings. If the applicant has questions they will be directed to contact the State of Iowa.
4. The Area will be responsible for the payment of the original background check fees for three members, per group, per term. In addition, the Area will pay the processing fees every five (5) years to cover background checks for any AMIAS who has been in service to Alateen over that period of time. *(3/8/2020)*
5. If the AMIAS applicant reports previous residence in another state or has changed their name in the past ten (10) 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.
6. The Area Chairperson will notify the Area Alateen Coordinator /AAPP as to whether the member is/is not eligible to become an AMIAS, whereupon the Alateen Coordinator/AAPP will notify the member of their status. Background check information is strictly confidential.
7. 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 ID number for all new groups. After updating the WSO Online Group Records, the application forms will be shredded.
8. All group changes will be sent to the Area Alateen Coordinator/AAPP to then update the Online Group Records application and inform the Area Group Records Coordinator of any new or changed Alateen group information.
9. Annual re-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.
10. Annual re-certification to WSO will be required for all Alateen groups. The Annual Alateen Group Recertification Sheet 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.
11. AMIAS Application forms will be retained, by the Alateen Coordinator/AAPP, in a secure location, for three (3) years from the date received and then destroyed by the Alateen Coordinator/AAPP. *(4/3/05)*
12. The State of Iowa Criminal History Record Check and Sex offender Registries (Iowa Single Contact Repository) will be destroyed by the Area Chairperson three (3) years from the date received.

## **Iowa AMIAS Resignation, Complaints/Concerns and Solutions**

### **AI-Anon Unity Statement**

*“Each member of the Fellowship is a significant part of a great circle of hope. While respecting each other individuality our common welfare must come first. Our Recovery depends on our mutual need and on an atmosphere of trust.”*

*Adopted by the 1984 World Service Conference*

### **Iowa AMIAS Resignation**

An AMIAS may resign at any time by giving written or verbal notice to the Area Alateen Coordinator/AAPP. The resignation will be effective upon date notice is received or date specified in the notice. The resignation alone will not prevent the member from applying to recertify in the future.

### **Iowa Procedure for Submission of AMIAS Complaints/Concerns**

Any Alateen or AI-Anon member, with reasonable knowledge of non-compliance with Iowa Area AMIAS Guidelines or Iowa Area Alateen Safety and Behavior Requirements, may report concerns to their District Representative, Area Alateen Coordinator/AAPP, or any Iowa Area Officer.

Whenever possible, concerns regarding AMIAS, (when not concerning Alateen Safety and/or AMIAS Behavior Requirements and Iowa or federal law) may be handled by appropriate action at the group and/or district level. Such action may be, but not limited to: additional training, review of AMIAS and Alateen Guidelines, sponsorship and the Area Alateen Coordinator/AAPP assistance if needed.

However, if the complaint/concern involves any of the following, the Area Alateen Coordinator/AAPP will contact the involved AMIAS and request they immediately withdraw from any Alateen service until the issue is resolved.

- Sexual interaction or conduct between any adult and Alateen member(s).
- Nonconformity or noncompliance with Iowa Area Alateen Safety Requirements and AMIAS Safety and Behavior Requirements.
- Violation of any Iowa or federal law. *If the concern is a direct violation of Iowa or federal law, the reporting person will contact the local authorities. Reporting to the authorities is done on a personal basis, rather than as an AI-Anon or Alateen member, in adherence to our Traditions.*

## **Alateen AMIAS Formal Review Process**

### Iowa Area Alateen Coordinator/AAPP Review Procedure

The following steps must be taken to fully review and resolve complaints with minimum impact. As all circumstances cannot be anticipated, the Area Alateen Coordinator/AAPP may slightly modify the actions to be taken while still adhering to the intent of the process.

- Request the assistance and support of the AWSC Officers as needed.
- Keep the Area Chairperson informed throughout the review procedure.
- Adhere to Al-Anon/Alateen Principles, and Iowa and federal laws.
- Consult, but not limited to, the Iowa Area Policy and Procedure Guidelines, Iowa Alateen Safety and Behavior Requirements, and WSO Guideline G-34.
- Keep specific information (names, allegations, details) confidential until further review or action warrants.
- Contact the involved AMIAS and the AMIAS home District Representative through written communication (electronic or certified mail) to advise them of the situation.
- Schedule the initial in-person interview with the involved AMIAS, by mail, and retain a copy on file.
- Conduct initial in-person interviews with involved AMIAS and person(s) reporting the complaint.
- Final determination will be made by the Alateen Coordinator/AAAP, with support of the Alateen Committee and/or Area officers as needed.

If the findings are not substantiated, the AMIAS will be reactivated. If the findings are substantiated the AMIAS will remain inactive. The Area Alateen Coordinator/AAPP will notify, via certified mail or electronically, all involved parties and Alateen Committee of the decision.

The Area Chairperson completes the investigation if the complaint/concern is about the Area Alateen Coordinator/AAPP. As stated above; the AMIAS involved will be immediately suspended from Alateen service pending the review and resolution.

## **Alateen AMIAS Appeal Process**

The AMIAS may appeal the findings, only if there is new documentation to be considered. The appeal must be made in writing and sent to the Alateen Coordinator/AAPP within 30 days of the notification of the decision. The appeal can be mailed via USPS or done electronically.

The Area Alateen Coordinator/AAPP will forward the appeal documents to the Alateen Committee for review. The Alateen Coordinator/AAPP may ask for support of Area officers as needed.

The AMIAS will be notified of the appeal decision within 30 days of receipt of AMIAS' appeal. The Alateen Committee's decision regarding the appeal is final.

The Area Alateen Coordinator/AAPP will notify all involved parties of the decision.

The Alateen Coordinator/AAPP will document findings on the WSO's Online Group Records Notes database.

All reviews and findings will be confidentially retained by the Alateen Coordinator/AAPP for 5 years and then destroyed.

## **Iowa Area Alateen Function Guidelines**

Each Alateen and their legal representative will be responsible for any and all damages that the individual(s) may cause to any facility and at any event. Removal of any facility belongings is against the law and against Alateen principles and 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 AI-Anon/Alateen as a whole. In addition to the information found in *G-16 Alateen Conferences* and *G-20 AI-Anon/Alateen Area Conventions*, these 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.



## Iowa Area Assemblies -Alateen

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

1. The age range for Alateen attendance is twelve (12) years to nineteen (19) years old.
2. Each Alateen member attending an Assembly, must be accompanied by either a certified AMIAS, a parent, legal guardian or a parental-authorized adult and submit a completed Iowa Alateen Consent and Release Form. (See Alateen Safety Guidelines G-34)
3. Iowa Alateen Consent and Release Forms for the Iowa Area Assemblies will be retained by the Alateen Coordinator/AAPP, in a secure location, for 3 years from the date received and then destroyed by the Coordinator. *(4/3/05)*
4. 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)*
5. Alateens should 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.
6. All teens are expected to behave appropriately at the Assembly, or any other social gathering of Assembly members during the weekend. Inappropriate behavior will not be tolerated. Engaging in roughhousing, fighting, overt and covert sexual behavior or any other inappropriate activities before, during, and after an Alateen meeting or event can put you or your group in a dangerous position and prevents you from receiving the help that Alateen offers (G-34).
7. Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden. (G-34). **Possession will result in notification to parent/guardian and arrangements will be made for immediate departure.**
8. Each Alateen is responsible for any personal items brought to an event.
9. The Area Alateen Coordinator/AAPP, AMIAS, or the Assembly will not be responsible for lost or stolen articles of clothing and/or other personal effects.

Any violation of these guidelines will be brought to the Alateen Coordinator/AAPP and AMIAS for appropriate disciplinary actions

## Area Alateen Serenity Weekend

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.

Alateens should be polite and respectful to all in attendance as sometimes the facility is shared with others. Remember we are representing the Worldwide fellowship of Al-Anon and Alateen.

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

1. The age range for Alateen attendance is twelve (12) years to nineteen (19) years old.
2. Each Alateen must have parents and/or legal guardian complete and sign the Iowa Area Alateen Consent and Release Form. (*See Alateen Safety Guidelines G-34*)
3. Iowa Area Alateen Consent and Release Forms will be retained in a secure location, by the Alateen Coordinator/AAPP, for 3 years from the date received and then destroyed by the Coordinator. (*4/3/05*)
4. Once they arrive at camp, any Alateens driving to the Alateen Serenity weekend, must park their car in the designated parking area for the entire time. Car keys must be turned over to Area Alateen Coordinator/AAPP.
5. 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. The nurse/medication aide will be on duty 24 hours a day in case an Alateen becomes ill. **PLEASE REPORT ALL EMERGENCIES AND ILLNESS IMMEDIATELY!**
6. An AMIAS will be assigned to any Alateen arriving without one, unless other prior arrangements have been made. The Alateen will be accountable to that AMIAS for their conduct.
7. All Alateens are expected to behave appropriately during the event, at the dance (if held) and any other social gathering during the weekend. Engaging in roughhousing, fighting, overt and covert sexual behavior or any other inappropriate activities before, during, and after an Alateen meeting or event can put you or your group in a dangerous position and prevents you from receiving the help that Alateen offers (*G-34*).
8. Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden. (*G-34*). **Possession will result in notification to parent/guardian and arrangements will be made for immediate departure.**
9. Alateen Serenity Guidelines will be read, as a group, on Friday evening and Saturday morning of the Alateen Serenity Weekend. (*8/9/09*)

10. 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).
11. Unless excused by an AMIAS, Alateens must attend all scheduled meetings.
12. 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.
13. The Area Alateen Coordinator/AAPP, AMIAS, or the camp staff will not be responsible for lost or stolen articles of clothing and/or other personal effects.
14. Each Alateen is responsible for personal items brought to an event. All electronic devices, including cell phones, are not allowed at camp. The Alateen member can ask to use any AMIAS cell phone in case of an emergency.
15. All Alateens are to sleep in their assigned cabins only and must abide by the curfew indicated on the agenda.

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

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

(In regard to Policy matters)

Is responsible for initial training and recertification of all Al-Anon Members Involved in Alateen Service (AMIAS)

Assures there is an AMIAS at each of the Alateen meetings held at Area assemblies.

Is responsible for enforcing compliance with the Iowa 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 and notifies the Area Group Records Coordinator of any changes etc.

Notifies the DR of Alateen group updates or GR changes.

Obtains forms from AMIAS, who have not had a State of Iowa Criminal History Record Check and Sex offender Registries (Iowa Single Contact Repository) in the past five (5) years from the date of their last Criminal History Record Check. The completed form must be sent to the Area Chairperson for processing. Fees will be paid by the Area.  
(3/8/2020)

Reconciles and updates AMIAS certification through the Online Group records application by the required WSO deadline each year. (3/8/2020)

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 Chairperson 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. AMIAS Application forms will be retained, by the Alateen Coordinator/AAPP, in a secure location for 3 years from the date received and then destroyed by the Alateen Coordinator/AAPP. (4/3/05)

Coordinates the presentation of the Iowa 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*)

Must be a Certified AMIAS in good standing in accordance with the Iowa Alateen Safety and Behavior Requirements.

### **Iowa Area Alateen Committee**

Since its inception 1/04, this committee assists the Area Alateen Coordinator/AAPP in upholding the Alateen guidelines. The Committee is composed of: the Area Alateen Coordinator/AAPP, the Area Delegate, 2 District Representatives and a past Delegate if available. The Area Alateen Coordinator serves as Chairperson of this committee.

All members of this committee must be certified AMIAS.

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## **PROCEDURE GUIDELINES IOWA AREA AL-ANON/ALATEEN**

The following procedures were established over the years as Iowa Area Al-Anon services opportunities grew and changed. The experiences of past Officers and Coordinators have made it possible to compile the most current best practices of fulfilling these service positions. Since these items are procedure only, they are able to be changed and adjusted, as needed, through communication and cooperation with the AWSC, without the full process of motions and voting.

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## Area Service Job Descriptions - Area Officers

*(Guidelines to be used as a supplement to AI-Anon/Alateen Service Manual)*

### Iowa Area Chairperson

- Chairs and sets business agenda for AWSC and Area Assembly.
- Provides the business agenda to ASWC members one week prior to AWSC business meetings.
- Provides the business agenda to ASWC members and GRs one week prior to Area Assembly business meetings.
- Ensures assignment of all Selected Committee members at the first AWSC meeting of each new term.
- Requests and receives, via email, all AWSC member reports and other pertinent information (i.e.: committee reports, proposed motions, presentations) for the Area Assembly and AWSC meetings. Reports should be received two weeks prior to the event.
- Emails the AWSC agenda, along with all reports received, to the AWSC members one week prior to the scheduled meeting.
- Submits to the Iowa Area Website Coordinator, the Assembly agenda, all reports received, to be posted on the IA Area Website as electronic documents and be available to all Area members.
- Assumes the following Area Assembly duties:
  - selects speaker no later than eight months prior to respective Assembly.
  - maintains contact with the AI-Anon speaker **throughout the year**.
  - invites the Regional Trustee to speak once during a three-year term, if available.
  - invites a member of the WSO staff to speak at the election Assembly, if available.
  - presides over the AI-Anon luncheon which includes; introduction of Area Officers, Coordinators, Past Delegates, and Trustees; reading of the AI-Anon Preamble and Anonymity statement, inviting the AI-Anon host committee Chair and Co-Chair to read the 12 Steps and 12 Traditions.
  - assigns a “time-keeper” for the reports section at each AWSC and Area Assembly.
  - Receives all resumes submitted by either US post mark-dated or e-mail time dated, by July 1st of the election year. *(see also Election Procedures)* Forwards resumes to Newsletter Coordinator to be published in the August Iowa Reaches Out.



- Reviews, along with the Iowa Area Secretary, all resumes submitted each election year for eligibility to stand status.
- Utilizes resumes at the Area election and destroys them-after the election Assembly.
- Selects the speaker, as outgoing Chairperson, for the new term Spring Assembly.
- Sets dates and signs facility contracts for AWSC meetings and the Area Service Workshop, in cooperation with Area AA Chairperson when possible. It is suggested that dates be set a year in advance.
- Establishes the AWSC quorum for voting purposes, at the beginning of each year of a term, to be the total number of active members present. (*see also Area World Service Committee*).
- Sets agenda for Area Service Workshop, with the assistance of the AWSC, during the August meeting.
- Chairs the Area Service Workshop, in conjunction with the Area Treasurer and is responsible for flyers and other needed items (name tags, registration, etc.). Flyers are to be made available at preceding Fall Assembly.
- Coordinates with the Area Treasurer in maintaining and filing the Area non-profit status with the State of Iowa, including knowledge of the Employer Identification Number (EIN) number. (*See also Area Treasurer duties.*)
- Collaborates with the Alateen Coordinator/AAPP and Area Treasurer involving payments for the background check process for AI-Anon Members Involved in Alateen Service (AMIAS). (*See Alateen Group Registration Process*).
  - Obtains and processes completed\_State of Iowa Criminal History Record Check and Sex offender Registries (Iowa Single Contact Repository). (*per Iowa Area AI-Anon policy an applicant's social security number must be provided on this form*)
  - Contacts the Area Treasurer when Iowa Single Contact Repository balance needs to be replenished.
  - Maintains State of Iowa Criminal History Record Check and Sex offender Registry for five (5) years until each is replaced by renewed background check forms. Outdated-documents will be shredded by the Chairperson. (*3/8/2020*)
  - 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*)
- Serves on the Budget Committee together with the Iowa Area Alternate Delegate and Area Treasurer.
- Serves on the Iowa Area Policy Committee.

- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area Al-Anon web site. (*see also Website Guidelines*)
- Possesses basic computer knowledge, including various programs and internet.
- Reviews the WSO AFG Connects regularly for information pertinent to the position.
- Is capable of being a Certified AMIAS in good standing according to the Iowa Alateen Safety and Behavior guidelines.

### **Iowa Area Delegate**

- Serves as the vital link between the Iowa Area and the World Service Office (WSO).
- Provides a report, via email, to the Area Chairperson for each AWSC meeting and Assembly summarizing WSO events, actions, and sharing pertinent updates. Reports should be sent two weeks prior to the event.
- Attends the World Service Conference (WSC) in the spring of each year of the term and shares at each Spring Assembly a recap of the WSC experiences and current WSO reports.
  - Communicates with the Alternate Delegate relevant information from the WSO and Area in case the Delegate is unable to fulfill their duties.
  - Serves on WSO Committees, as determined or requested by the WSO.
  - Makes personal arrangements to be available for at least nine days to attend the WSC.
- Provides and updates WSO Associate Director of Conference the names and addresses of incoming officers, coordinators and DRs, utilizing the Area World Service Committee Update Form as changes occur.
- Fills outstanding Coordinator positions by appointment if no one is elected to the position at beginning of term or if a Coordinator position is vacated.
- Maintains a system for organizing handouts, reports, and other pertinent materials for Assembly and AWSC members not submitted electronically.
- Coordinates the Area Serenity Weekend, including, but not limited to:
  - scheduling dates and site of the weekend
  - negotiating a site contract
  - notifying the Area Treasurer of deposit payment required
  - gathering input from within the fellowship for planning the Area Serenity Weekend
  - setting the agenda
  - chairing the event
- Educates the membership on the importance of finding qualified members to apply to be on the Board of Trustees. Encourages members to submit resumes for the Board of Trustees. (See Regional Trustee Process)

- Attends the North Central Regional Delegates Meeting (RDM) each year during their three-year term. Makes personal arrangements to be available for at least 2-4 days.
- Serves on the Alateen Committee.
- Responds to speaking requests, panels, district meetings etc., whenever possible.
  - Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. (*See also Website Guidelines*)
- Possesses basic computer knowledge, including various programs and internet.
- Reviews the WSO AFG Connects regularly for information pertinent to the position. Forwards all information that is pertinent to the Area Officers, Coordinators, District Representatives and Group Representatives.
- Is capable of being a Certified AMIAS in good standing according to the Iowa Alateen Safety and Behavior guidelines.

### **Iowa Alternate Area Delegate**

- Stays in communication with the Area Delegate on relevant information from the WSO and Area in case the Delegate is unable to fulfill their duties.
- Provides the District hosting the Assembly with the “*Responsibilities Of The AI-Anon Host District Committee Guideline*” and checklist to assist in preparation for upcoming Assembly.
- Provides a report, via email, to the Area Chairperson for each AWSC meeting and Assembly which includes an Assembly(s) update. Reports should be sent two weeks prior to the event.
- Reports final Assembly registration data to the AWSC, as provided by the AA Conference Committee. (*See Iowa Guidelines for AI-Anon and Alateen Participation in an AA Conference*)
- Serves as Iowa Area Forum Coordinator. (*See WSO AI-Anon Guidelines (G-32) for Area Forum Coordinators*).
- Assumes the following Iowa Area Assembly duties:
  - serves as a liaison to the host district(s) of the Iowa Area Assemblies. (*See “Iowa Guidelines for AI-Anon and Alateen Participation in an AA Conference”*)
  - fulfills all designated duties in regard to the Iowa Guidelines for AI-Anon and Alateen Participation in an AA Conference.
  - maintains the 12 Steps, 12 Traditions, and 12 Concepts banners, and the Iowa Area logo banner for use at Assemblies.
- Serves on the Budget Committee with the Iowa Area Chairperson and Area Treasurer.
- Serves as Chairperson of the Iowa Area Inventory Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.

- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. *(See also Website Guidelines)*
- Possesses basic computer knowledge, including various programs and internet.
- Reviews the WSO AFG Connects regularly for information pertinent to the position.
- Is capable of being a Certified AMIAS in good standing according to the Iowa Alateen Safety and Behavior guidelines.

### **Iowa Area Secretary**

- Utilizing a computer, records-minutes and maintains a written record of all current and past AWSC and Area Assembly business meetings. Original minutes will be preserved in Iowa Area Archives.
- Submits draft minutes to Area Officers for corrections and review to insure anonymity before posting on Area website.
- Submits final minutes to the Iowa Area Website Coordinator for posting.
- Emails final minutes to AWSC members within two weeks of 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:
  - Obtains current GR/Alternate GR information from the Area Group Records Coordinator two weeks in advance of an Assembly.
  - Registers Group Representatives at each Area Assembly. Furnishes registered GRs with a GR voting card.
  - Confirms the number of registered voting members at each Area Assembly to establish either simple majority or substantial unanimity.
- Distributes and maintains an attendance sheet at each AWSC and Area Assembly meeting.
- Records and maintains the Iowa Area motion log.
- Provides electronic resume forms to interested members March 1 through July 1 of an election year.
- Reviews, along with the Iowa Area Chairperson, all resumes submitted each election year for eligibility to stand status. *(See Area Chairperson job description).*
- Serves as Chairperson of the Iowa Area Policy Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.

- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area Al-Anon web site. (*see also Website Guidelines*)
- Possesses basic computer knowledge, including various programs and internet.
- Is capable of being a Certified AMIAS in good standing according to the Iowa Alateen Safety and Behavior guidelines.

### **Iowa Area Treasurer**

- Opens and maintains Area checking account.
- Ensures all checks over \$400 have the required two signatures (i.e.: Area Treasurer, the Area Chairperson, or the Area Delegate)
- Obtains bonding insurance.
- Provides Iowa Area expense vouchers to AWSC members and issues checks upon receipt of completed vouchers. Receipts are required for expenses-not listed on voucher (i.e.: postage, printing, etc.)
- Provides, via email to the Area Chairperson, an accurate and timely financial report, which includes a current list of contributions, prior to each AWSC or Assembly.
- Prepares, in cooperation with Area Chairperson and Area Alternate Delegate, the proposed yearly Area budget for each year of a term.
- Submits the current year Area budget at the January AWSC meeting.
- Assists the budget committee, as the outgoing Treasurer, in the preparation of the 1<sup>st</sup> year proposed budget of the new term.
- Coordinates with Area Chairperson to maintain and file the area non-profit status with the State of Iowa, including knowledge of the EIN number.
- Coordinates with Area Chairperson regarding the State of Iowa Criminal History Record Check and Sex offender Registries (Iowa Single Contact Repository) account balance. (*see Area Chairperson duties*).
- Assures review of financial records, by a non-Al-Anon member accountant or CPA, is completed at the end of every three-year term.
- Generates, in cooperation with the Area Officers, 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. (*8/08/10*)
- Assumes the following Area Al-Anon Serenity Weekend responsibilities:
  - collects all registration fees for the Area Serenity Weekend
  - registers all attendees during the Area Serenity Weekend
  - makes all required payments to the camp involving the weekend
  - pays the camp deposit for next year's Area Serenity Weekend

- Assumes the following Area Alateen Serenity Weekend responsibilities:
  - collects all registration fees for Alateen Serenity Weekend from the Alateen Coordinator/AAPP
  - makes all required payments to the camp involving the weekend, including the Alateen Coordinator/AAPP and the Nurse/CMA or other medical personnel expenses.
  - pays the camp deposit for next year's Alateen Serenity Weekend.
- Serves on the Budget Committee, as Chairperson, with the Iowa Area Chairperson and Area Alternate Delegate.
- Serves on the Website Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon website. *(See also Website Guidelines)*
- Possesses basic computer knowledge, including various programs and internet.
- Reviews the WSO AFG Connects regularly for information pertinent to the position.
- Is capable of being a Certified AMIAS in good standing according to the Iowa Alateen Safety and Behavior guidelines.

### **Area Service Job Descriptions - Area Coordinators**

*(Guidelines to be used as a supplement to AI-Anon/Alateen Service Manual)*

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

*(See also Area Alateen Coordinators/AAPP Guideline G-24)*

- Serves as the vital link of communication, relating to Alateen, between the WSO, the AWSC, and Area Assemblies.
- Provides appropriate registration paperwork to individuals or groups interested in starting an Alateen group. (Form #1 AI-Anon member involved in Alateen Service-WSO and Form #2 AI-Anon/Alateen Area Iowa Group AMIAS Application).
- Obtains notification from the Area Chairperson as to whether the proposed AMIAS is eligible to become an AMIAS through the completion of the State of Iowa Criminal History Record Check and Sex offender Registry and notifies the proposed AMIAS of their standing.
- Shreds all application forms after inputting the information into the WSO Online Group Records Application. *(3/8/2020)*
- Provides initial training and recertification of all Iowa AI-Anon Members Involved in Alateen Service (AMIAS).

- Informs Alateen Group CMAs that the WSO Alateen Annual Update sheets should be reviewed, signed and returned to the Alateen Coordinator/AAPP.
- Annually reconciles and updates AMIAS certification through the Online Group records application by June 15th of each year. *(3/8/2020)*
- Assumes the following Area Assembly duties:
  - arranges for, hosts and introduces the Alateen speaker during the Assembly luncheon. *(See Iowa Guidelines for Al-Anon and Alateen Participation in an AA Conference)*
  - assures there is an AMIAS at each of the Alateen meetings held at Area assemblies. *(See G16 for AMIAS to Alateen ratios.)*
  - enforces 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.
  - gathers all Alateen signed parent/guardian consent forms at each Assembly upon Alateen's arrival. *(See Area Alateen Safety and Behavior Requirements).*
  - prepares and delivers a report on Area Alateen activities.
  - provides an Alateen table display at assemblies.
- Coordinates the presentation of the Area Alateen Safety and Behavioral Requirements at the first Fall Assembly of each new term. The presentation is held at a time during the agenda that allows for presenting to the entire assembly body. *(3/22/09)*
- Receives Alateen group change information, updates the WSO Online Group Records application.
- Communicates with the District Representative on all Alateen group updates.
- Obtains a completed State of Iowa Criminal History record check form and Sex Offender Registry check form from any AMIAS for whom it has not been completed or for whom it has been five (5) years from the date of the last background check and sends to the Area Chairperson for processing. Fees will be paid by the Area. *(3/8/2020)*
- Coordinates the Iowa Area Alateen Serenity Weekend. *(See Alateen Guidelines)*
  - meets with AMIAS and Alateens throughout the year for meeting topics for the weekend.
  - assures that a licensed nurse or certified medication aide(CMA) is on site to dispense medications. Registration fees will cover licensed nurse/CMA weekend expenses.
  - updates the first aid kit as needed.

- handles pre-registrations and communication with the facility director. Registration fees will cover Area Alateen Coordinator/ AAPP weekend expenses.
- secures a signed parental/guardian consent form from all registered Alateens.
- forwards a list of all expenses incurred during the weekend to Area Treasurer.
- Reminds the Area that all events involving Iowa Alateen and using the Alateen name must have a formal connection to the Area and be in compliance with the Iowa Area Alateen Safety and Behavior Requirements. If they do not meet these conditions, they cannot use the Alateen name.
- Serves as Chairperson of the Iowa Area Alateen Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Possesses basic computer knowledge, including various programs and internet.
- Compiles an Alateen Coordinator/Area Alateen Process Person informational documents binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. *(See also Website Guidelines)*
- Reviews the WSO AFG Connects regularly for information pertinent to the position.
- Is capable of being a Certified AMIAS in good standing according to the Iowa Alateen Safety and Behavior guidelines.

### **Iowa Area Archives Coordinator**

*(See also Area Archives Coordinator- Guideline G-30)*

- Preserves the experience, history, and memorabilia of the Iowa AI-Anon fellowship, focusing on Area level activities, from the beginning to current. Clearly identify all material: people, places, events, dates, etc.
- Makes the Iowa Area history available to the membership, within the framework of our Traditions, by distributing information provided by the WSO to the AWSC and Assemblies.
- Preserves the original Iowa Area business meeting minutes in an organized manner.
- Preserves a copy of all *Iowa Reaches Out* Newsletters published during each term.
- Assumes the following Area Assembly duties:
  - Prepares and delivers a report on Area Archives activities.
  - Maintains the pictures of our co-founders, Lois W. and Anne B., and provides them for display at Area assembly meetings.



- Provides archival material for workshops at Area Assemblies, public information displays, etc. Al-Anon's tradition of anonymity regarding members, regardless of whether they are living or deceased, should always be kept in mind when making material available.
- Works with District Archivists as needed.
- Serves on the Area Inventory Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Compiles an Area Archives binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Possesses basic computer knowledge, including various programs and internet.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area Al-Anon web site. *(See also Website Guidelines)*
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

### **Iowa Area Group Records Coordinator**

*(See also Area Group Records Coordinator Guidelines – G-36)*

- Serves as primary contact between the Area and the WSO regarding Iowa Al-Anon group records. Providing timely up-to-date group information is essential to anyone seeking an Al-Anon meeting.
- Maintains and updates a database of all Iowa Area registered groups.
- Receives annually, an electronic group records update from WSO containing status of group and district information.
- Submits to the WSO, through the use of the WSO Group Records application, all group records changes received from DRs and GRs.
- Connects to the WSO Group Records database monthly to review for any group status changes. (i.e.: no one at the meeting, no current email address, no current mailing address (CMA) etc.)
- Sends a copy of any group No-Email/Mail Status to respective DR when notification is received from WSO.
- Cooperates with DRs to update the WSO and Iowa Area group records databases.
- Provides an electronic current Area Directory to Area Chairperson upon request.
- Provides an electronic annual updated Area Directory to all AWSC members.
- Notifies Area Treasurer of newly registered or newly disbanded groups, including group number, and CMA for recording of contributions.
- Provides an updated list of GRs to the Area Secretary two weeks prior to each Area Assembly to be utilized for GR Assembly registration.

- 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 Website Coordinator for publication when received.
- Provides CMA and GRs' email addresses to the Newsletter Coordinator to be utilized for newsletter distribution.
- Receives from Districts, the name of the new DR, a listing of all new, GRs, and CMA changes by November 1 of an election year.
- Assists the newly elected Group Records Coordinator to compile and distribute electronically a new Area Directory, to the incoming AWSC members prior to the January AWSC.
- Assumes the following Area Assembly duties:
  - Prepares and delivers a report on Area Group Records activities.
  - Provides Group Records table display at assembly meetings.
- Serves on the Website Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Compiles an Area Group Records binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Possesses strong computer knowledge, including working with computer databases, general computer programs and the internet.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. *(See also Website Guidelines)*
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

### **Iowa Area Literature Coordinator**

*(See also Area Literature Coordinator Guidelines – G-6)*

- Serves as a vital link in AI-Anon service by carrying the message of recovery and unity through AI-Anon Conference Approved Literature (CAL) by encouraging the use of literature at Area, District and Group levels.
- Distributes information on CAL provided by the WSO to the AWSC and at Assemblies.
- Assumes the following Area Assembly duties:
  - Prepares and delivers a report on Area Literature activities.
  - Provides Literature table display at Assembly meetings.
- Encourages members to utilize Area Literature Distribution Centers (LDCs) in ordering AI-Anon literature.
- Works with District Literature Chairpersons as needed.

- Compiles an Area Literature binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Participates on Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Possesses basic computer knowledge, including various programs and internet.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. (*See also Website Guidelines*)
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

### **Iowa Area Newsletter Coordinator**

*(See also Area Newsletter Coordinator Guidelines – G-21)*

- Serves as a vital communication link to help keep, Districts, Groups and the membership informed of Area information.
- Receives, via email, up to date information related to service activities from Area AWSC members, to be published in the *Iowa Reaches Out* Newsletter.
- Publishes the *Iowa Reaches Out* newsletter quarterly - February, May, August and November.
- Edits reports for grammar usage, mechanics, and spelling only. Makes certain "AI-Anon" and "Alateen" are always spelled correctly with hyphens in the proper place.
- Makes certain anonymity is maintained in the newsletter by utilizing first name and last initial only. Makes certain no personal contact information is included.
- Utilizes creativity to make the newsletter pleasant and inviting to the membership.
- Sends electronic copy of completed newsletter to the Area Officers for review within 10 days of report deadline. Area Officers will review newsletter to ensure protection of anonymity.
- Submits to the Area Website Coordinator the approved newsletter for posting on the Area website.
- Distributes the newsletter by email to all Area CMAs with email addresses. Hard copy newsletters will be sent via USPS to CMAs with no email address. Distribution is recommended within two (2) weeks of report deadline.
- Provides, by request, email subscriptions to individual AI-Anon members at no cost.
- Communicates with Group Records Coordinator any group address changes discovered due to returned email or snail mail notifications.
- Ensures an example of the Iowa Area resume is included in the May newsletter prior to area elections. A link to the form on the Iowa Area web site will be listed.
- Includes only the AI-Anon/Alateen Area Spring and Fall Assembly weekend agenda in the May and August issues.

- Obtains and publishes all Area event flyers, i.e. Area Service Workshop, assemblies, and Serenity Weekend.
- Assumes the following Area Assembly duties:
  - Prepares and delivers a report on Area Newsletter activities.
  - Provides Newsletter table display at Assembly meetings.
- Serves on the Area Policy Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Compiles an Area Newsletter binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Possesses strong computer knowledge, including working with computer word process programs, general computer programs and the internet.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. *(See also Website Guidelines)*
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

### **Iowa Area Public Outreach Coordinator**

*(see also Area Public Outreach Coordinator Guidelines – G-38)*

- Assists Area members to inform the general public through the media, professionals, facilities, and organizations about what AI-Anon is and how to get in touch with the Area AI-Anon program.
- Distributes information provided by the WSO to the AWSC and at Assemblies.
- Assumes the following Area Assembly duties:
  - Prepares and delivers a report on Area Public Outreach activities.
  - Provides Public Outreach table display at Assembly meetings.
- Works with District Public Outreach Chairperson as needed.
- Serves on the Area Inventory Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Compiles an Area Public Outreach binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Possesses basic computer knowledge, including various programs and internet.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon web site. *(See also Website Guidelines)*
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

## **Iowa Area Website Coordinator**

*(See also Area Website Guidelines – G-40)*

- Serves as a vital communication link to help keep Districts, Groups and the membership informed of Area information, including Area group meeting schedules, Area calendar of events, and pertinent Area notifications as necessary.
- Is familiar with the information in the AI-Anon Guideline G-40, the WSO AI-Anon Guide to Copyright and Trademarks and the WSO suggested policy regarding anonymity on websites.
- Coordinates with Website Committee/AWSC to determine items for inclusion on the Iowa Area website.
- Receives regular updated meeting lists from the Area Group Records Coordinator on a quarterly basis, at a minimum.
- Updates the Iowa AI-Anon website meeting list information within 30 days of receiving new and current information from Group Records Coordinator, to ensure it as current is as possible. Communication between Website Coordinator and Group Records Coordinator is a necessity.
- Submits, to the Area Treasurer, all expenses incurred for the Area website.
- Posts current edition of the *Iowa Reaches Out* newsletter within one week or less upon receipt from Newsletter Coordinator.
- Assumes the following Area Assembly duties:
  - Prepares and delivers a report on Area Website activities.
  - Provides both WSO and Area website demonstrations (verbal, printed, or live demonstration when possible and financially feasible), once a term, for Assembly members' assessment and review.
- Serves as Chairperson of the Area Website Committee.
- Participates on other Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Compiles an Area Website binder explaining the Coordinator's processes. Update binder at the end of each term for turnover to new Coordinator.
- Possesses strong computer knowledge, including working with computer word process programs, general computer programs and the internet.
- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area AI-Anon website. *(See also Website Guidelines)*
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

## **Iowa Area District Representatives**

*(See also Area District Representative Guidelines – G-37)*

- Serves as an important link between the groups, the AWSC, and the Area Assembly.
- Helps groups understand Al-Anon is a worldwide fellowship and help them understand the structure of the Area Assembly and WSO.
- Visits and encourages groups in the District, especially new groups, making sure they are receiving proper information and help.
- Schedules district meetings at regular intervals and keeps in touch with District GRs.
- Reports at the AWSC meetings and Area Assemblies on the District activities.
- Provides a District newsletter report to Newsletter Coordinator on the scheduled date.
- Encourages groups to have a Current Mailing Address (CMA), with an e-mail address, to assure delivery of pertinent information from the District, Area and WSO.
- Notifies the Area Group Records Coordinator of any Al-Anon or Alateen group changes within the District such as such as new, closed or reactivated groups, including GR changes.
- Notifies the Alateen Area Coordinator/AAPP of Alateen group changes, such as new, closed or reactivated groups.
- Notifies the Group Records Coordinator of newly elected Group Representatives and District officers by the Fall Assembly of an election year.
- Assumes the following Area Assembly and AWSC duties:
  - Prepares and delivers a report on District activities.
  - Participates on Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Possesses basic computer knowledge, including various programs and internet.
- Reviews the WSO AFG Connects regularly for information pertinent to the position.

## **Iowa Area Group Representative**

*(see also Area Group Representative Guidelines – G-11)*

- Serves as a vital link between group members, the District and the Area Assembly in the continuing function, growth, and unity of worldwide Al-Anon.
- Attends District meetings and Area Assemblies to gather information and reports back to the group.
- Coordinates with the group Current Mailing Address (CMA) to share District and Area information with group members.

- Encourages members to subscribe to and submit articles for the Forum.
- Communicates with group members through scheduled group business meetings to arrive at a group conscience.
- Assumes the following Area Assembly duties:
  - Prepares for discussions and voting on important Area information.
  - Elects Area Delegate and Area Officers every three years as an outgoing GR.
- Participates on Committees, Thought Forces, Task Forces or Workgroups as assigned.
- Possesses basic computer knowledge, including email, attachments and internet.

### **US North Central Regional Trustee Process**

*(See also World Service Handbook, pg. 169)*

There are nine Regions in the World Service Conference Structure; six in the U.S. and three in Canada. The Iowa Area is part of the US North Central Region. The North Central Region (NCR) is made up of 9 Areas: Iowa, MN North, MN South, IL North, IL South, WI, MI, OH, and IN.

In the 2<sup>nd</sup> year of each term, the Iowa Area Delegate will:

- Provide access to Regional Trustee and Trustee at Large resumes to interested and qualified members of Iowa Area Al-Anon.
- Encourage all eligible members to stand for the World Service Office Board of Trustee positions of Regional Trustee and Trustee at Large.
- Present Regional Trustee resume(s) to the Iowa Area AWSC or Iowa Area Assembly for approval.
- Submit, via the Area Delegate, confirmed resume to the WSO before the required August 15<sup>th</sup> deadline.
- Assist, if requested, those members submitting Trustee at Large resumes which are submitted directly to the WSO by the applicant.

*(See also Al-Anon/Alateen Service Manual for more information on the Trustee process)*

## **Iowa Guidelines for Al-Anon and Alateen Participation in an AA Conference**

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.

While AA calls their Area business meeting a Conference, Al-Anon calls the Area business meetings, with Group Representatives (GR), an Assembly.

These guidelines have been developed for Iowa Al-Anon and Alateen members who are planning to participate in an Area Assembly hosted by the Alcoholics Anonymous Conference. Al-Anon and Alateen are present at the AA Conference by invitation of AA.

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. Tradition Twelve reminds us to always place principles above personalities.

Fees collected for registration and other Conference/Assembly expenses, (such as meals, lodging, etc.) go into the Conference fund administered by AA. From this fund AA will cover the expenses for up to three (3) Al-Anon and Alateen speakers to the designated AA budgeted amount, 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.

### **Area World Service Committee (AWSC) Responsibilities**

It is the responsibility of the AWSC to plan the agenda for Al-Anon/Alateen in advance of the Assembly. Ample time should be allowed in order to provide AA with all needed information.

### **Alternate Delegate Responsibilities**

*(See Alternate Delegate Job Description)*

- Will attend a minimum of two (2) AA Conference Planning Meetings to act as an ambassador/representative between the Area and the Host District. If at all possible, one of the meetings should include the site walk through. Mileage for two (2) planning meetings will be reimbursed by AA Conference Committee at current Iowa Area 24 mileage rate. The Alternate Delegate may request an Area Officer or Past Delegate who lives closer to attend, in their place, if distance is a concern.
- Reviews and approves, with the Al-Anon General Planning Committee, the Al-Anon /Alateen Assembly portion regarding the flyer and Tri-fold.



- Gives Assembly update reports at each AWSC meeting. Reports final Assembly registration data to the AWSC, as provided by the AA Conference Committee.
- Will have banners of the 12 Steps, 12 Traditions, and 12 Concepts and make arrangements for their display.
- Supplies Al-Anon and Alateen logo stickers for members name badges. (Order through World Service Office.) Check with the AA registration committee to see how many were left over from the previous Assembly.
- Supplies easels and meeting room designation signs if necessary, signs for the Alateen room and other room signs as needed (ie: if Al-Anon display tables are at a different site than the main meeting room).
- Supplies reserved signs for luncheon tables for Al-Anon Area Coordinators, Past Delegates, Trustees, and AA officers, as well as place cards for the head table at the luncheon.

### **Area Chairperson Responsibilities**

*(see Area Chairperson Job Description)*

- Will be responsible for the selection of the Al-Anon luncheon speaker. It is suggested this process begins no less than 8 months prior to the respective assembly.
- Serves as the master of ceremonies at the Al-Anon luncheon.
- Serves as the Chair of the AWSC meeting on Friday night of the Assembly.

### **Area Treasurer/Area Secretary Responsibilities**

*(See Area Treasurer & Secretary Job Description)*

- Will be available, as Area Treasurer, at the entrance/exit of the Al-Anon business room to accept group donations.
- Will be available, as Area Secretary, at the entrance/exit of the Al-Anon business room to register all group GRs and/or Alternate GRs. Will have voting cards available for voting at the Assembly.

### **Area Alateen Coordinator/AAPP Responsibilities**

*(see also Area Alateen Coordinator/AAPP Job Description)*

- Will arrange for the Assembly Alateen speaker.
- Will introduce the Alateen speaker at Assembly luncheon.

### **Area Archives Coordinator Responsibilities**

*(see also Area Archives Job Description)*

- Will have the pictures of our co-founders, Lois W. and Anne B., for display.

### **All Area Coordinators Responsibilities**

*(see also individual Coordinator job description)*

- Each Area Coordinator will provide a table display. Total of 7-8 (six to eight foot) tables are required for each Assembly.

### **Responsibilities Of The AI-Anon Host District Committee**

This is a job for more than one person; it needs a committee and the committee needs leadership. The host AI-Anon district should elect/select a general chairperson and co-chairperson. It is recommended this not be the District Representative as they will have enough responsibilities. There may also be a need for supporting committees made up of other District members. If there are questions or concerns, please check with the Area Alternate Delegate.

### **General Planning Committee Information**

- Attends, as District Assembly Chairperson and Co-Chairperson, the AA Conference Planning meetings to answer questions the AA committee may have.
- Provides the AA Conference Planning Committee with the names and email addresses of all AI-Anon Planning Committee members, including the Alternate Delegate, and request copies of the planning meeting minutes be sent to each of them.
- Provides the AA conference committee with the AI-Anon and Alateen agenda as planned by the AWSC.
- Provides the AA Conference Committee the name (first name/last initial), town, and state of the three speakers; Alateen and AI-Anon luncheon speakers and Sunday Spiritual speaker.
- Coordinates and reviews, with the Alt. Delegate, Conference/Assembly flyer and Tri-fold for accuracy in regards to AI-Anon/Alateen agenda before the final schedule is printed.
- Provides information regularly to the Alternate Delegate to update the AWSC of progress.

### **AI-Anon Business Meeting Room Needs**

- Arrange for a business meeting room to seat 150 people.
- Arrange for ample table space to seat five officers with a podium at the front of the room
- Establish there is a Podium with one microphone and one to two microphones for the aisles.
- Communicate with AA Committee regarding Audio/Visual needs, expenses and feasibility.
- Determine how and where the AI-Anon posters (Steps, etc.) will be displayed.
- Request information regarding dual purpose or limitations of the AI-Anon meeting room. Will it 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?
- Arrange for 7 – 8 (six to eight foot) display tables for Literature, The Forum, Newsletter, Archives, Public Outreach, Alateen, and flyers. Add a Delegate table for June. Tables should be located inside the main business room if possible.
- Arrange for a table, with two chairs, near the entrance/exit door of the AI-Anon business meeting room for Group Representative registration with Area Secretary and contributions for Area Treasurer.
- Arrange for an Alateen meeting room to seat approximately up to 25 people. If possible, the Alateen room should be near the AI-Anon business room.
- Arrange for Candlelight meeting room. This can be the same room as AI-Anon business meeting room.
- Arrange for possibility of up to 3 breakout rooms (include AI-Anon business room and/or Alateen meeting room in count) for Assembly Saturday morning workshops. (Determine need based on Assembly agenda)
- Arrange the head table for the AI-Anon luncheon to seat at least 15 persons to include the Alateen speaker, Alateen Coordinator/AAPP and spouse, AI-Anon speaker and spouse and the five Area Officers and spouses.
- Check the facility for handicapped accessibility.
- Check the facility for designated smoking areas.

### **Chair and Co-Chair Preparation for Assembly Speakers**

- Coordinate with AA in covering the expenses of the three speakers; Alateen, Al-Anon luncheon speaker, and Sunday Spiritual speaker. Expenses include meals, registration, hotel accommodations/lodging, transportation costs (e.g. airfare, mileage, etc.), corsages/boutonnieres, and any appreciation gifts for speakers.
- Arrange for Sunday morning Spiritual Speaker to be selected from the local district.
- Confirm room reservations for the three speakers. An AMIAS or parent/legal guardian must room with the Alateen speaker. Obtain room numbers if possible in advance.
- Verify speaker ribbons are ready and available with AA Registration Chair and corsages/boutonnieres with AA Conference Committee.
- Establish hosts for each of the three speakers. The Alateen host must be an AMIAS. Duties of hosts may include: meeting the speaker at the airport (if applicable), providing transportation to and from the Assembly facility or being available for speaker during free time.
- Assure all speakers have received their name badge, speaker ribbon and appreciation gift.

### **District Assembly Committee Duties**

- District Assembly Chairperson will hold monthly planning meetings for the district committee, to which all district Al-Anon members, are welcome.
- Establish Assembly Registration Chair to coordinate with AA Registration Chair and Committee.
  - Coordinate volunteers for the registration table with AA until the start of the luncheon.
  - Obtain volunteers to work as greeters and at the registration table with AA until the start of the luncheon.
- Arrange for a designated person to introduce the Sunday Spiritual Speaker.
- Confirm with AA on reimbursement procedure for the Al-Anon and Alateen speakers (i.e. who will disperse and how?).
- Establish a Chairperson for the Friday night Opening Meeting.
- Create theme, topic and format for the Friday night Open Meeting.
- Establish a chairperson for the Friday and Saturday night Al-Anon sharing (candlelight) meetings.
- Create “Love Gifts” to be given by the District to the members of the Assembly (optional).
- Hosting a joint-hospitality room with AA is optional. However, if it is decided to host a separate room, it must be staffed and financed by the host district. This is not an Area responsibility.

## Sample of Agenda

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 AWSC 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/evening)

- Set up displays, GR registration tables (held in main Al-Anon meeting room), etc.
- 7:00-8:00 PM GR Registration and group donations begins. Need table for 2 people in Al-Anon meeting room
- 8:00-9:00 PM Open Meeting by District (100 people)
- 9:15-10:00 PM AWSC Meeting (40 people)
- 10:00 PM Open Al-Anon/Alateen Candlelight meeting (25 people) directly following the AWSC meeting

### Saturday

- 8:00 AM GR Registration and group donations continues (Table in Al-Anon meeting room)
- 9:00 AM (Approx.) Space available for Workshops. (Need possible breakout rooms to hold approximately 50 people each.) Workshop (150 people) - can include main Al-Anon meeting room
- 11:30 AM Luncheon - Alateen and Al-Anon speakers
- 2:00- ? PM Main Al-Anon meeting room - Assembly business meeting (150 people)
- 6:30 PM Banquet - AA speaker
- Directly following Speaker - Open Candlelight meeting (20-25 people)

### Sunday

- 9:00-11:15 AM Workshop followed by Spiritual Speaker (50-75 people) - can be in main Al-Anon meeting room

## Sample of Checklist for Host District Chair 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. Workshops \_\_\_\_\_
6. Display Tables \_\_\_\_\_
7. Spiritual meeting \_\_\_\_\_
8. Hospitality room(s) \_\_\_\_\_