

DELEGATE'S JOB DESCRIPTION

Introduction: The elected officers of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The officers act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the prudent management of the Area. The officers accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Has served as a District Representative. Has thorough knowledge of and experience using Twelve Traditions, Twelve Concepts and current *Service Manual*. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Does not hold concurrently any other position in Al-Anon service.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Attends all SCWS Area Assembly and Committee meetings, and board and officer meetings, as called by Area Chairman. As a member of the World Service Conference (WSC), represents Al-Anon as a whole, brings the Area's viewpoint, and communicates to the Area the broader perspective, views and spirit of Al-Anon world-wide. Fully participates in all sessions of the annual WSC, including serving on select WSC committees, Thought Forces (ThF) and/or Task Forces (TF), and in Regional Trustee selection process. Is able to understand, question and learn facts and figures from financial and other reports, and gains vision of great movement in action. Serves as the channel through which information flows and as the bridge of understanding that links groups in the Area with world Al-Anon. Gives Conference report to the Area, explaining financial and other reports, and Conference decisions. Is the liaison between the Area and the World Service Office, sometimes providing Area DR and GR opinions on urgent matters. Should have strong working relationship with and support other officers and DRs, and collaborate with them to resolve conflicts within the Area. Is part of Alateen Task Force. Serves on any Area ThF or TF as requested by Area Chairman. Each year attends Southwest Region Delegates' Meeting (SWRDM) and the Area Sharing of Service (SOS) workshop, and supports Area activities and events. Attends International Convention of Al-Anon or of AA, whichever occurs during the Delegate's term. See p. 72, 134, 160-161 of 2014-2017 *Service Manual* for other details.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Effective written, oral and electronic communication skills, time management, strong organizational skills. Proficient in using spreadsheet, word processing, and presentation software, accessing and navigating Web sites, downloading web documents, and using email with attachments. Strong sense of responsibility, able to prioritize, meet deadlines while managing high priority tasks and work independently or as a team member. Able to allot appropriate time to position and all it entails, including assignments from Area, WSC and WSO. Has thorough working knowledge of KBDM (Knowledge-Based Decision Making). Able to separate opinion from fact and to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience. Having served on the Area Board, while not required, provides useful perspective on current Area policies and procedures.
4. **ADDITIONAL SKILLS NEEDED** – Has critical and creative thinking, objectivity, flexibility, listening and analysis skills.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection. Participates in conference calls and online meetings.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Minimum of 25 – 30 hours per week on writing reports, responding to large volume of emails and phone calls, conflict resolution meetings, travel to make presentations at District, Intergroup and Area meetings, and preparing for WSC.
7. **PREPARATION** – Preparation for WSC includes reading large volume of documents, researching and writing reports, phone calls and writing material for ThF/TF/committee assignments, making travel arrangements. Writing Delegate's Report following WSC. Researching and writing reports for SCWS Committee and Assembly Meetings, District and Intergroup Meetings.
8. **TRAVEL** – Attends annual WSC, annual SWRDM, one service event outside SCWS Area annually, International Convention of Al-Anon or AA – whichever occurs during Delegate's term. Must be able to attend meetings in all parts of Area. Makes own travel arrangements.
9. **OTHER** – Delegate must be willing to support the group conscience of the Area, *Service Manual*, WSC or Board of Trustees' decisions even if not in personal agreement with the group conscience, and does so with the help of the Traditions and/or Concepts of Service.