

# Job Description for DELEGATE

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Officers must live within the California South Area during their entire term. 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 not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Past or current District Representative (DR). Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Does not concurrently hold any other position in Al-Anon service beyond the group level. Active member of Al-Anon in CA(S) for at least five years, with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Has an understanding of the Area and World Service structure. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
  - Attends all SCWS Area Assembly and Committee meetings, and Board and Officer meetings, as called by Area Chairperson prepared to arrive early and stay after meeting closes.
  - Serves as the channel through which information flows, and as the bridge of understanding that links groups in the Area with the Al-Anon World Service Office and Board of Trustees of AFG, Inc.
  - Is the liaison between the Area and the World Service Office, sometimes providing Area DR and GR opinions on urgent matters.
  - Will review Area-wide and WSO communications with at least one other Area Officer prior to transmittal.
  - 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 the world-wide Al-Anon fellowship.
  - 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 various reports for accuracy and content to gain a global vision of the worldwide fellowship.
  - Gives World Service Conference report to the Area, explaining financial and other reports, and Conference decisions.
  - Actively develops a strong working relationship with and support other officers and DRs, and collaborates with them to resolve conflicts within the Area.
  - Is part of Alateen Work Group. Serves on any Area ThF or TF as requested by Area Chairperson. Serves on Area Alateen Resolution Committee. Serves on Area Resolution Committee for Group and Member Concerns.
  - Collaborates with current Area Chairperson and Alternate Delegate when responding to Area's "groupandmemberconcerns" emails.
  - Attends annual Southwest Regional Delegates' Meeting (SWRDM), 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 relevant excerpts in current *Al-Anon/Alateen 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 websites, web-based virtual meeting platforms, 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 the WSO.
  - Has thorough working knowledge of KBDM.
  - Able to separate opinion from fact.
  - Able 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:
- Writes reports. Regularly and promptly responds to large volume of emails, phone calls and frequently participates in conference calls
  - Reads / responds to information posted on AFG Connects, sharing relevant information with Area.
  - Travels to District, Intergroup and Area meetings to make presentations regarding Area matters.
  - Assists with conflict resolution process at Area meetings, as requested.
  - Prepares for WSC. Prepares for Area meetings, in consultation with Chair.
  - Additional time commitment to attend all Area meetings. (See table below): Officers meetings, Board meetings, Area World Service Committee meetings, and Area Assemblies.
7. **PREPARATION** – Preparation for WSC includes reading large volume of documents, researching and writing reports, making and returning phone calls, participating in conference calls and writing material for ThF/TF/committee assignments, 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 Southwest Regional Delegates Meeting (SWRDM), one service event outside SCWS Area, 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 within budget guidelines.
9. **OTHER**
- Delegate will hold the Area position of Immediate Past Delegate (IPD) for the following three-year Panel. (See IPD job description).
  - Delegate must be willing to support the group conscience of the Area, 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.

#### NECESSARY AREA MEETING ATTENDANCE

Officers	January, Feb, April, May, July, August, October,	Saturdays or Sundays, as agreed	3 to 6 hours, as needed
SCWS Board	January, May, July, October,	3 <sup>rd</sup> Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm