

Job Description for IMMEDIATE PAST DELEGATE

Introduction: Past Delegates in the Southern California World Service Area (SCWS) continue to serve the Area by sharing their “Experience, Strength and Hope” at the Area Assemblies and Area World Service Committee (AWSC) meetings. They assist with Thought Forces/Task Forces/Work Groups and serve on other committees assigned by the Area Chairperson as needed. The title of “Immediate Past Delegate” (IPD) is given to the Delegate immediately following the completion of their Panel. They hold the IPD position for the next three-year panel. The IPD acts in accordance with the spiritual principles of Al-Anon Family Groups while serving in the SCWS Area. 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** –Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Continues to be an active member of Al-Anon in CA(S), 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 meetings, AWSC meetings, and Board meetings, as called by Area Chairperson.
 - May attend Area Officer meetings if requested by Area Officers.
 - Will be available to review Area-wide and WSO communications with other Area Officers prior to transmittal.
 - Actively develops a strong working relationship with Area Board, providing guidance and assistance when needed.
 - Attends annual Southwest Regional Delegates’ Meeting (SWRDM), Area Sharing of Service (SOS) workshop, and supports Area activities and events.
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.
 - 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.
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 –

- Responsible for organizing and chairing the SCWS Area Bylaws Committee. The Bylaws Committee is made up of SCWS Area Past Delegates, who may/may not be currently residing in our Area.
- Regularly and promptly responds to Area related emails, phone calls and may participate 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 if needed/requested by Area Chairperson/Delegate.
- Assists with conflict resolution process at Area meetings, as requested.
- Additional time commitment to attend Area meetings. (See table below): Board meetings, Area World Service Committee meetings, and Area Assemblies.

7. PREPARATION –

- Maintains log of suggested revisions, clarifications, and information to be added to the SCWS Area Bylaws
- Works with Bylaws Committee to prepare draft of Bylaw updates.
- Assists with preparing the updated Bylaws presentation for the AWSC and Assembly, to be presented during their term.
- Assists with writing materials for Area Thought Force/Task Force assignments, researching and writing reports for SCWS Committee and Assembly Meetings, District and Intergroup Meetings as needed.

8. TRAVEL – Annual Southwest Regional Delegates Meeting (SWRDM). Makes own travel arrangements within budget guidelines.

9. OTHER -- Immediate Past 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.

AREA MEETING ATTENDANCE

Officers (If requested)	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 rd Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC)	February, August	3 rd Saturday	9:00am to 4:00pm
Area Assemblies	May, November	3 rd Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm