

# Al-Anon District 6

Election Procedures

&

Service Position Descriptions

(Approved September 9, 2018)

# Contents

District 6 Position Election Procedures.....	2
Rotation of leadership .....	2
Terms of Service:.....	2
Preparing to Vote.....	2
Notes:.....	2
Voting Procedure for each Position .....	3
District 6 Service Positions .....	4
District Representative .....	4
Alternate District Representative .....	5
Treasurer.....	6
Secretary .....	7
Public Outreach Coordinator .....	8
Office Manager .....	9
Literature Coordinator for the Literature Depot .....	10
Speaker Coordinator .....	11
Meeting List Coordinator .....	12
Breakfast Meeting Coordinator .....	13
AA/Al-Anon Liaison .....	14
Alateen Outreach Coordinator .....	15
Alateen District Coordinator .....	16
Website Coordinator.....	17
Answering Service Coordinator .....	18
Institutions Coordinator.....	19
Cooperating with the Professionals (CPC) .....	20
Archivist Coordinator .....	21

## District 6 Position Election Procedures

Rotation of leadership is an accepted spiritual principle for Al-Anon service work. Typically, at the end of the elected term, members vacate their current position.

Terms of Service: Members fulfill the term of service one day at a time, to the best of their ability. One or two-year terms of service may be extended for an additional year. A group may re-elect its GR for another term (Al-Anon/Alateen Service Manual pg. 149).

Preparing to Vote: Read the following procedure at the voting meeting. Ask for two non-GR volunteers to tally the votes.

### Notes:

1. Only current GRs vote.
2. For District Representative, Alternate District Representative and for Treasurer Positions, it requires a  $\frac{2}{3}$  vote. The first candidate to receive a  $\frac{2}{3}$  vote is elected. If no one has the required  $\frac{2}{3}$  vote after several ballots have been taken and if two candidates each have 40% or more of the total vote, the DR may suggest that the two candidates stay, and the others withdraw. Whether or not any names are withdrawn, another ballot is taken.
3. If still no election occurs, a final ballot is taken. Then the candidate with the most votes is elected.
4. For all other positions a simple majority is required.
5. All candidates must be present to be elected.
6. The election for each position will occur in the following order.
  - District Representative
  - Alternate District Representative
  - Treasurer
  - Secretary
  - Public outreach Coordinator
  - Office Manager
  - Literature Coordinator
  - Speaker Coordinator (EVI)
  - Meeting List Coordinator
  - Breakfast Meeting Coordinator
  - AA/Al-Anon Coordinator
  - Alateen District Coordinator
  - Alateen Outreach Coordinator
  - Website Coordinator
  - Answering Service Coordinator
  - Institutions Coordinator
  - Cooperating with the Professionals Coordinator (CPC)
  - Archivist Coordinator

### Voting Procedure for each Position

For each position starting with **DR**:

1. Read description of the position with the qualifications.
2. Ask the person currently holding this position or if not available ask if someone who has previously held this position, would give their experience, strength and hope about this position, keeping to a minute or two.
3. Ask all in the room that qualify and are interested in the position to please stand.
4. The DR will then ask each candidate to tell us about themselves, specifically:
  - What is your name?
  - Why you would like this position?
  - Time in Al-Anon
  - Previous Al-Anon service positions
  - Experience and other qualifications relevant to this position
6. A count of current GRs present is taken.
7. The required number of votes needed is announced. (2/3 or 51%)
8. Paper ballots are given to all current GRs.
9. All GRs write on the ballot the name of the candidate that they are voting for and the ballot is folded in half.
10. Ballots are collected after the GRs have voted.
11. The votes are tallied. As soon as one candidate receives the required number of votes, the tallying is stopped, and the person who is elected will be announced.

## District 6 Service Positions

### District Representative

**Qualifications:** Must be a past or present **GR**. 3 years of regular Al-Anon attendance. *Cannot* be an Al-Anon member who is also a member (past or present) of AA. Regular Al-Anon attendance. Travel required.

**Term of service:** 3 years

- Attend monthly District Meetings
- At District Meetings, has voice but no vote unless also a GR
- Attend 3 Area World Service Committee meetings per year held throughout Oregon (voice & vote), help prepare assembly agenda. (Travel expenses are paid by the District)
- Attend 3 Assemblies per year throughout Oregon (voice - no vote)
- Prepare agenda for District Meetings and facilitate meeting
- Process all AMIAS applications
- Maintain Group Records with Oregon Area and WSO
- Train and encourage all Group Representatives
- Knowledge of internet and email
- Visit District groups to encourage participation
- See Al-Anon Service Manual 2018-2021, pp 143-144

## Alternate District Representative

**Qualifications:** Must be a past or present **GR**. 3 years of regular Al-Anon attendance. *Cannot be* an Al-Anon member who is also a member (past or present) of **AA**. Travel is possible.

**Term of Service:** 3 years

- Attend monthly District Meetings
- At District Meetings, has voice but no vote unless also a **GR**
- Attend Area World Service Committee or Assemblies when **DR** is unable.
- Assume **DR** positions should **DR** become unable to do so
- Assist **DR** with all duties, as requested

## Treasurer

**Qualifications:** 3 years regular attendance in Al-Anon. *Cannot be* an Al-Anon member who is also a member (past or present) of AA. Ability to attend the monthly District 6 meetings (2<sup>nd</sup> Sunday of the month, 3-4:30pm). General understanding of bookkeeping principles and spreadsheets or ability to learn. No travel required.

**Term of Service:** 3 years

- Attend monthly business meeting and give a monthly report including financial statements.
- At District Meetings, has voice but no vote unless also a GR
- Inform DR/Alternate DR or Office Manager when there are significant losses or expenses.
- Track expenditures in comparison with budget
- Record donations and provide summary for GR's
- Make deposits: Pick up money and checks in the lock box 2 to 3 times per month
- Write checks for reimbursements and expenses. Pay Literature Depot bills.
- Reconcile bank statements
- Pick up mail from P.O. Box on or about the 15th and the last day of the month
- Prepare budget each year for approval process (with assistance as needed)
- Train an alternate in case of emergency
- Transition to new Treasurer at the end of the term ensuring signatures listed at the bank are accurate.

## Secretary

**Qualifications:** 3 years regular attendance in Al-Anon and the ability to attend the monthly District 6 meetings (2<sup>nd</sup> Sunday of the month, 3-4:30pm).

**Term of Service:** 1 year

- Keep attendance and roster of district members
- At District Meetings, has voice but no vote unless also a GR
- Take minutes at meetings, type, and send a copy to the DR for distribution 10 days after meeting.
- When requested, copy fliers and minutes for groups' folders and put copies in folders for those who did not attend the district meeting.



## Public Outreach Coordinator

**Qualifications:** 3 years of regular attendance in Al-Anon. Ability to attend the monthly District 6 meetings (2<sup>nd</sup> Sunday of the month, 3-4:30pm). *Cannot be* an Al-Anon member who is also a member (past or present) of AA.

**Term of Service:** 3 years

- Become familiar with the Al-Anon Service Manual, especially the Public Outreach Section (pp. 117-125)
- At District Meetings, has voice but no vote unless also a GR
- Encourage groups to participate in local public outreach work.
- Initiate and develop projects at the district level
- Inspire and assist groups with public outreach activities
- Keep records of public outreach efforts.
- Provide a written monthly report at District meetings
- Chair the Public Outreach Committee
  - Meeting frequency, as needed.
  - All Al-Anon members are welcome
  - May include positions such as:
    - **Institutions Coordinator:** Outreach to treatment centers, jails, women's centers, hospitals and medical clinics; provide literature, and encourage professionals to invite Al-Anon speakers to talk to their staff
    - **Cooperating with the Professional Community (CPC):** Increase awareness of Al-Anon in the professional community, such as counselors, psychologists, family therapists, doctors, nurses, First Responders (police, sheriff, EMT, firefighters): provide literature, and encourage professionals to invite Al-Anon speakers to talk to their staff.
    - **Alateen:** Make sure that Alateen literature and resources are widely available at meetings, libraries and schools. Encourage groups to support outreach to Alateens.
    - **Speaker Coordinator:** Finds speakers for EVI and other speaker meetings and maintains a list of members willing to speak. Insures that there is an Al-Anon book provided for the monthly EVI raffle (2<sup>nd</sup> Saturday of the month, 7pm).

## Office Manager

**Qualifications:** 3 years of regular attendance in Al-Anon. Ability to attend the monthly District 6 meetings (2<sup>nd</sup> Sunday of the month, 3-4:30pm). *Cannot be* an Al-Anon member who is also a member (past or present) of AA.

**Term of Service:** 3 years

- Office Manager oversees the operation of the Literature Depot (i.e. Al-Anon office).
- At District Meetings, has voice but no vote unless also a GR
- Is a signer on the District checking account and can reimburse up to \$100.
- Keep notebooks and other Al-Anon and District 6 resources up to date, including event flyers and event announcements.
- Keep general supplies of Al-Anon office in stock (toilet paper, paper towels, bottled water, office supplies)
- Assist the Literature Coordinator: recording needed literature in blue notebook.
- Coordinate the recruitment and scheduling of volunteers for the staffing of the Al-Anon Literature Depot (i.e. office).
- Train volunteers to work in office.
- Keep the office, bathroom and alley-way clean.
- Attend District meeting at least once a quarter - giving monthly reports to DR.
- Schedules occasional Literature Depot meetings, as needed.
- Informs Meeting List Coordinator when updated lists, or a renewed supply of lists, are needed.

## Literature Coordinator for the Literature Depot

**Qualifications:** 3 years of regular Al-Anon attendance. Comfortable with computers, spreadsheets and email. Attention to detail.

**Term of Service:** 3 years

- Maintain the District 6 stock of Al Anon Conference Approved Literature (books and pamphlets), intended for public purchase,
- At District Meetings, has voice but no vote unless also a GR
- Attends occasional Literature Depot meetings.
- Orders books and pamphlets as needed from Al Anon World Service Office.
- Inventory literature shipments received.
- Price shelf, and/or stock literature for public purchase.
- Maintain computerized list of inventories on hand (at the end of each month) to ensure accuracy of inventory items and accurate count.
- Report monthly to District Treasurer (Inventory Valuation Summary Report) and Office Manager by the date of regular District meeting (currently the first Sunday of each month)
- Maintaining a binder for inventory of all literature summaries and photocopy of CAL Orders completed.
- Communicate with Office Manager and office volunteers using a notebook in the office.

## Speaker Coordinator

**Qualifications:** 1 year regular Al-Anon attendance. Ability to attend public outreach meetings.

**Term of Service:** 1 year

- Find speakers for Emerald Valley Intergroup (EVI) and other speaker meetings.
- Maintains a list of Al-Anon members willing to speak at AA, Al-Anon, and/or public functions.
- At District Meetings, has voice but no vote unless also a GR
- Insures that there is an Al-Anon book (CAL) (paid for by District 6) provided for the monthly EVI raffle (2<sup>nd</sup> Saturday of the month, 7pm).
- Encourage and inspire Al-Anon members to become speakers Al-Anon publication [Members Interested in Speaking \(G-1\)](#)
- Keep records of speaker events and meeting speakers
- Provide a written report for District meetings as requested.

## Meeting List Coordinator

**Qualifications** No requirement for length of time in Al-Anon, regular Al-Anon attendance. Attends District meetings as needed.

**Term of Service:** 1 year

- Keep the paper meeting list updated with all changes that are provided and/or approved by the District Rep.
- At District Meetings, has voice but no vote unless also a GR
- Supply the Literature Depot with plenty of copies of the most recent meeting list,
- Fax a copy of the latest list to the Al-Anon Answering Service any time there is a change
- Provide new meeting lists to the District Rep. for posting on the District website.
- All expenses are reimbursed and there is a computer at the Literature Depot that can be used if necessary to create the meeting list.

## Breakfast Meeting Coordinator

**Qualifications:** 1 year of regular Al-Anon attendance. Able to attend Breakfast Meeting the first Saturday of the month from 8:00am – 1pm. Attendance at District Meeting (2<sup>nd</sup> Sunday of the month 3-4:30pm).

**Term of Service:** 2 years

- At District Meetings, has voice but no vote unless also a GR

### On-going Duties

- Sign up groups to host the monthly Breakfast meeting, beginning in October of each year
- Submit monthly written report at District 6 (see Al-Anon Breakfast Meeting Coordinator Monthly Report)
- Check-in with hosting group 2 months prior to event
- Act as a liaison between district and groups
- If unable to attend the Breakfast Meeting, notify District 6 ASAP
- Recruit and train a back-up coordinator.

### Day of Event Duties

- Arrive promptly at 8:00am and unlock door for hosting group.
- Disarm the alarm system. (You have 60 seconds from unlocking/opening door to disable alarm.)
  - Unlock door, then locate alarm panel in the kitchen.
  - On the alarm panel, then enter the code. \*(Code not included here for security reasons.)
- Show Hosting group where supplies are located.
- Set appropriate temperature on heating/cooling thermostat.
- Be available to answer questions from hosting group as needed, yet remember that they are hosting the event, not you. Don't do for others what they can do for themselves.
- Note what supplies are needed and ensure that they are well stocked before the next Al-Anon Breakfast Meeting.
- Make sure everyone is out of the building and you are the last to leave.
  - Set the alarm system. (You have 60 seconds to set alarm, exit building and close kitchen door.)
  - Lock the kitchen door from the outside, keeping door open
  - On the alarm panel, then enter the code. \*(Code not included here for security reasons.)
  - Exit building and close Kitchen door securely.
- Fill out and submit the Breakfast Coordinator Report to D6, and report any concerns, problems, needs, wants, etc., at the next D6 meeting.
- Turn in receipts to D6 for all supplies purchased for Al-Anon Breakfast Meeting promptly.

## AA/Al-Anon Liaison

**Qualifications:** 2 years of regular attendance in Al-Anon. Ability to attend the monthly District 6 meetings (2<sup>nd</sup> Sunday of the month, 3-4:30pm). *Cannot be* an Al-Anon member who is also a member (past or present) of AA.

**Term of Service:** 1 year

- Attend Emerald Valley Intergroup (EVI, local AA) business meetings
- Facilitate opportunities to cooperate with AA
- At District Meetings, has voice but no vote unless also a GR

## Alateen Outreach Coordinator

**Qualifications:** 1 year regular Al-Anon attendance. Ability to attend public outreach meetings.

**Term of Service:** 1 year

- Insure that Alateen Conference Approved Literature (CAL) and resources are widely available at meetings, libraries and schools.
- Encourage groups to support outreach to Alateens (persons 13-18 years old who have been effected by someone's drinking)
- At District Meetings, has voice but no vote unless also a GR
- Encourage groups to participate in Alateen outreach efforts.
- Initiate and develop projects at the district level.
- Inspire and assist groups with Alateen outreach efforts.
- Keep records of Alateen outreach efforts.
- Provide a written report for District meetings.



## Alateen District Coordinator

### **Qualifications:**

- Meet the Oregon Area Alateen Safety Requirements
- Become a certified Al-Anon Member Involved In Alateen Service (AMIAS)
- May be an Al-Anon member who is also a member of AA
- 2 years of recent regular Al-Anon attendance and continue to attend Al-Anon on a regular basis.
- Become familiar with:
  - Oregon Area Handbook as it refers to Alateen
  - World Service Office Alateen Guidelines

### **Term of Service:** 3 years

- At District Meetings, has voice but no vote unless also a GR

### **Responsibilities:**

- To educate the membership and inspire Alateen sponsors (AMIAS's).
- Be familiar with the AMIAS certification process.
- Coordinate Alateen activities in the district.
- Act as liaison between the District 6 AIS Alateen Coordinator, Oregon Area Alateen Coordinator, Area Alateen Process person (AAPP), Alateen sponsors, other AMIASs and new/existing Alateen groups.
- Encourage a regular meeting of all AMIASs in the district.
- Initiate and/or follow up on requests for new Alateen groups.
- Keep a list of backup Alateen Group sponsors to refer to when needed.
- Serve as back up Alateen Group Sponsor (AMIAS) when needed.
- Visit all Alateen meetings in your District with permission from the Alateens in each meeting.
- Encourage Alateen groups to elect a group representative (GR)
- Encourage Alateens and sponsors to attend district meetings.
- Encourage Alateen groups to send a Group Representative to district and area assemblies.
- Give a report at district meetings.
- Encourage Alateens and Alateen Group sponsors to write and send in their sharings to Alateen Talk, Oregon Communicator and the Forum.
- Coordinate Alateen participation in district projects, workshops, speakers, and service work.
- Inform Oregon Area Alateen Coordinator of Alateen activities in your district.
- Support Area Alateen events.
- Coordinate training/workshops for AMIASs and potential AMIASs.
- Ensure that all Alateen meetings have the correct current mailing address (CMA) via Oregon Area Alateen Process person (AAPP).

## Website Coordinator

**Qualifications:** 1 year regular Al-Anon attendance. Generally comfortable using computer applications designed for website development, WordPress preferred but not required.

**Term of Service:** 3 years

- Attend monthly district business meetings, as needed (preferred but can be at least twice a year)
- At District Meetings, has voice but no vote unless also a GR
- Keep District 6 website updated and current
- Post event fliers, minutes, and agendas on the District 6 website
- Work with Area Website Coordinator to ensure that State and WSO guidelines are followed
- Train an alternate to assist

## Answering Service Coordinator

**Qualifications:** 2 years regular Al-Anon attendance. Ability to attend public outreach meetings.

**Term of Service:** 1 year

- Serve as liaison with our 24-hour answering service
- At District Meetings, has voice but no vote unless also a GR
- Circulate a sign-up sheet to invite members to join the volunteers who will answer calls as forwarded from the answering service
- Provide a quick training/tip sheet to all volunteers to help them get comfortable accepting calls and talking to newcomers.
- On occasion, offering a workshop or training for people interested in taking calls from the answering service.
- Present ideas to help promote the answering service and get the phone number out to the public.
- Provide a quarterly report to district.

## Institutions Coordinator

**Qualifications:** 1 year of regular Al-Anon attendance. Ability to attend Public Outreach meetings.

**Term of Service:** 1 year

- Outreach to treatment centers, jails, women's centers; provide literature, and encourage professionals to invite Al-Anon speakers to talk to their staff
- At District Meetings, has voice but no vote unless also a G
- Encourage groups to participate in institution outreach
- Initiate and develop projects at the district level
- Inspire and assist groups with institution outreach
- Keep records of institution outreach efforts.
- Provide a written report for District meetings

## Cooperating with the Professional Community (CPC) Coordinator

**Qualifications:** 1 year of regular Al-Anon attendance. Ability to attend public outreach meetings.

**Term of Service:** 1 year

- Increase awareness of Al-Anon in the professional community, provide literature, and encourage professionals to invite Al-Anon speakers to talk to their staff.
- At District Meetings, has voice but no vote unless also a GR
- Encourage groups to participate in outreach to the professional community
- Initiate and develop projects at the district level
- Inspire and assist groups with outreach to the professional community
- Keep records of outreach to the professional community efforts
- Provide a written report for District meetings

## Archivist Coordinator

**Qualifications:** 1 year regular Al-Anon attendance. Ability to attend public outreach meetings.

**Term of Service:** 1-year

- At District Meetings, has voice but no vote unless also a GR
- Archives District 6 artifacts