

## **District #5 Officers Service Responsibilities**

### **District Representative (DR):**

The District Representative is elected by the GRs from among their own number. The DR chairs district meetings and represents the district at the Area World Service Committee (AWSC) meetings and serves as a resource and information source for the groups.

The DR assists the Area Delegate in passing on information about World Service Office (WSO) concerning activities and Conference decisions to the GRs in his/her district. The DR is a member of the AWSC.

### Duties of the DR are:

To call and chair District Meetings, at regular intervals.

To help the Delegate in every way possible in disseminating WSO and Conference information and reports.

To keep in touch with the GR's of his/her district to learn the views of the groups and their problems, which, in turn, he/she may report to the AWSC or the Delegate.

To visit all the groups in the district, particularly new groups, to make sure they are getting necessary information and help.

To help the groups understand and apply the Traditions, which guide us in our fellowship activities.

To attend AWSC Meetings as a representative of the District. This includes voting on their behalf as well as reporting on the meeting to them. To see the local activities are reported to the committee.

### **Alternate District Representative:**

An Alternate DR is elected to back up the DR. If the DR is unable to attend District and/Or Area meetings the Alternate DR is asked to attend in his/her place. If the DR resigns, proves to be inactive in his/her district, or for any reason is unable to serve the Alternate DR completes the term. It is advisable to both the DR and Alternate DR to attend all meetings and work together.

### **Secretary:**

Sends out all notices of District committee meetings. Attends to all regular secretarial work and takes minutes for all District business meetings.

### **Treasurer:**

Handles all the group donations and reports the income and expense regularly.

Pays the District expenses and sends donations to AWSC and WSO as determined by the district meeting vote.

Prepares an Income & Expense report for District meetings.

### **Group Records:**

To prepare and keep lists updated of all the Group Reps in the District and a current list of all active Al-Anon Meetings in the District.

Notify the AWSC and WSO of groups that have disbanded.

### **Public Outreach:**

Local public outreach coordinates and spearheads activities within the District.

### **District Alateen Coordinator:**

Alateen Coordinator is a liaison between the District and the AWSC and the State Alateen Coordinator.

## **Definitions:**

### **World Service Delegate**

An Al-Anon/Alateen member elected at the Area Assembly to represent all the groups in his or her Area at the annual World Service Conference. The Delegate is the primary communication link between the groups and the World Service Office (WSO)

### **District Representative (DR):**

The District Representative (DR) is elected by the GRs from among their own number. The (DR) chairs District meetings, represents the group at District and Area Assembly (state-level) meetings in their district at AWSC meetings, and serves as a resource and information source for the groups.

### **Group Representative (GR)**

An Al-Anon/Alateen member who represents the group at District and Area Assembly meetings where the groups share information of importance and brings that information back to the groups. (GR)'s cannot be members of AA. Members working both programs can not hold an Al-Anon service position outside of their group.