

Maryland & District of Columbia Area

Guidelines for Alternate World Service Delegate

April 2017

The **Alternate Delegate** is a Director of the Corporation and assists the Delegate in any and all capacities, and acts on behalf of the Delegate if the Delegate is unavailable.

Eligibility and Qualifications:

- Need to have served a full term as District Representative in the Maryland and District of Columbia Area.
- Be available to serve three years.
- Be thoroughly familiar with the
 - Al-Anon/Alateen Service Manual.
 - Guidelines from the World Service Office, especially those regarding the duties of Area Officers.
 - The Area Articles of Incorporation and the Area Bylaws.
- Have a thorough understanding of the Steps, Traditions, and Concepts of Service.
- Be prepared to take on the position of World Service Delegate if the current Delegate is unable to fulfill his/her term.
- Be prepared to attend the World Service Conference if the current Delegate is unable to attend.
- Be willing to have name, address, phone number, and Email address available to Al-Anon members.
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be able to use Email and to access information on WSO's eCommunities system.
- Understand that accepting this position means becoming a Director of AFG of MD & DC Inc and incurring legal and fiduciary responsibilities.

Responsibilities and Duties:

- The Alternate World Service Delegate is a member of the Area Steering Committee. The members of the Area Steering Committee have additional obligations and responsibilities. See the *Guidelines for Area Steering Committee Members*.
- The duties of an Alternate Delegate are described in the *Al-Anon/Alateen Service Manual*.

- Assist the World Service Delegate. At the beginning of their terms, the Delegate and the Alternate Delegate usually work out a sharing of responsibilities. This details of this arrangement will possibly change over the course their terms.
- Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
- Encourage interest in *The Forum* throughout the Area.
- If the Alternate Delegate has the time and interest, she/he may volunteer to take on additional responsibilities such as,
 - Assisting Area Coordinators who may be having difficulties.
 - Working to improve cooperation with Al-Anon Information Services in the Area.
 - Leading Area committees or working groups.
 - Reaching out to inactive Districts.
- Maintain a notebook containing Alternate Delegate activities to be given to the next Alternate Delegate.
- Share experience, strength and hope for the Area in written or typed form to be given to the Area Archivist at the end of term of service.