



**INSTRUCTIONS:**

**Special Note:** Refer to Manual Section 6 A – Current Motions

**Filling out this form:**

1. Type, print or write legibly – this form will be photocopied.
2. Limit information to the space provided on page 2. Choose most relevant information, as needed.
3. Initial the statement at the bottom of page 2.
4. Forward the completed form to the Area Chairperson by August 1<sup>st</sup> of the voting year.
5. Form must be signed and can be sent to Area Chairperson by: snail mail, fax or by scanning.

**Eligibility:**

From Section 2A

“OSA Eligibility Criteria, passed October 1995, states that the positions of Executive members are open to incoming DRs, outgoing DRs, and any other area level service position in which the individual has completed their three-year term and remained an active group and service member. An area level position is an Executive or Coordinator position.”

**Common Responsibilities of Members of the Executive:**

1. Attend all Executive, AWSC and Assembly meetings in their term, plus the Handover meeting after the end of their term.
2. Submit reports to each scheduled edition of Open Lines.
3. In an election-year, the Assembly location for the next year should already be booked for the incoming Executive.
4. Pass on records, files, equipment, and supplies pertaining to the position and assist their successor in any way possible.
5. Help keep GR's informed on Al-Anon policies and guidelines.
6. Always act in the best interest of Al-Anon in Ontario South.
7. Keep a copy of this Policies & Guidelines Manual, updated with revisions, and pass on to successor.

For a DESCRIPTION OF RESPONSIBILITIES related to each position, refer to the *Al-Anon/Alateen Service Manual* and to the *Ontario South Assembly Policies & Guidelines Manual, Section 2A*.

Candidate for :

- Delegate                       Treasurer                       Secretary  
 Alternate Delegate               Chairperson

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NAME : \_\_\_\_\_ PHONE (home): \_\_\_\_\_  
ADDRESS : \_\_\_\_\_ (work): \_\_\_\_\_  
\_\_\_\_\_ EMAIL (optional) : \_\_\_\_\_  
\_\_\_\_\_

Date available to serve : \_\_\_\_\_  
Years active in AI-Anon/Alateen: from \_\_\_\_\_ to \_\_\_\_\_ Total: \_\_\_\_\_ years  
Name & Location of Home Group: \_\_\_\_\_

**List current and previous AI-Anon/Alateen service positions and activities:**

	<u>Position</u>	<u>Dates (from... to...)</u>
Group Level:		
District Level:		
Area Level:		

**List the experiences and skills learned in AI-Anon/Alateen that you feel qualify you for this position...**

**Briefly explain why you are submitting your name for this position on the OSA Executive...**

I have read the responsibilities related to this position in the OSA Manual: \_\_\_\_\_ (please initial)