

TABLE OF CONTENTS

Page 1 of 8 Revision date: 2022 09

Cover Page
Table of Contents
Revision History
How to Use this Manual
History of Ontario South
Al-Anon/Alateen Acronyms & Terms

SECTION 1: GENERAL

Topics 1. Introduction

2. Purpose of the Manual

3. Distribution of the Manual

4. Revisions to the Manual

5. Maintenance of the Manual

6. Overview of Ontario South Meetings

7. District Boundaries Background Information

8. OSA Proposed Guidelines for Groups wanting to change District

9. Registration Process for an Al-Anon Group

10. Email Etiquette

SECTION 2: SERVICE POSITIONS and RESPONSIBILITIES INTRODUCTION

SECTION 2A: **EXECUTIVE MEMBERS**

Topics 1. Eligibility Criteria for All Executive Positions

2. Time Line for Election of Executive

3. Filling Vacancies

4. Common Responsibilities of Executives

5. Delegate

6. Alternate Delegate

7. Chairperson

8. Secretary

9. Treasurer

10. Advisor

SECTION 2B: COORDINATORS

Topics 1. General

2. Eligibility Criteria

3. Time Lines for Coordinators

4. Filling Vacancies

5. Common Responsibilities of All Coordinators

Page 2 of 8

Revision date: 2022 09

- 6. Open Lines Editor
- 7. Public Outreach Coordinator
- 8. Alateen Coordinator
- 9. Group Records Coordinator
- 10. Archives Coordinator
- 11. Literature Coordinator
- 12. Website Coordinator
- 13. Area Alateen Process Person (AAPP)
- 14. Forum Coordinator

SECTION 2C: OTHER POSITIONS

Topics

- 1. Eligibility Criteria for All Positions
- 2. Group Representative (GR)
- 3. Alternate Group Representative (AGR)
- 4. District Representative (DR)
- 5. Alternate District Representative (ADR)
- 6. Al-Anon Information Service Representative (AIS Rep.)
- 7. Al-Anon Information Service Chairperson (AIS Chair)
- 8. Alateen Advisory Committee Chairperson
- 9. Trillium Chairperson

SECTION 2D: REGIONAL TRUSTEE/ALTERNATE AND WSO RÉSUMÉ FORM

Topics

- 1. General
- 2. Ontario South Process
- 3. Time Line

SECTION 3: **EXECUTIVE MEETINGS**

Topics

- 1. Introduction
- 2. Purpose
- 3. Timing
- 4. Location
- 5. Accommodation
- 6. Travel Costs
- 7. Meals
- 8. Other Expenses
- 9. Expense Claims
- 10. Floats

SECTION 4: AREA WORLD SERVICE COMMITTEE (AWSC)

Topics

- 1. Background
- 2. Members
- 3. Timing
- 4. Location
- 5. Bids
- 6. Registration & Fee

Page 3 of 8

Revision date: 2022 09

- 7. Registration Form
- 8. Accommodation
- 9. Meals
- 10. Costs
- 11. Planning
- 12. Notice of Agenda & Motions
- 13. Roll Call
- 14. Vote to Establish Procedures
- 15. Motions
- 16. Clarification of Voting/Motion Process
- 17. Voice
- 18. Voting
- 19. Ask-It-Basket

SECTION 5A: ASSEMBLY AND HOST COMMITTEE GUIDELINES

Topics

- 1. Background
- 2. Attendance
- 3. Timing
- 4. Location
- 5. Bids
- 6. Registration
- 7. Costs
- 8. Registration Form
- 9. Host Committee
- 10. Planning Assembly
- 11. Notice of Assembly, Agenda & Motions
- 12. Vote to Establish Procedures
- 13. Introduction of Motions and Items for Discussion
- 14. Clarification of Voting/Motion Process
- 15. Who is Allowed to Vote
- 16. Time Keeper
- 17. Voice
- 18. Seating
- 19. Service Positions
- 20. Ask-It-Basket
- 21. Election of Ontario South Executive

SECTION 5B: HOST COMMITTEE GUIDELINES

Topics

- 1. Responsibilities of Chairperson
- 2. Suggested Meeting Schedule
- 3. Registration Person
- 4. Literature Person
- 5. Information Person
- 6. Art Person

Page 4 of 8

Revision date: 2022 09

- 7. Secretary
- 8. Greeter Person
- 9. Country Store Person

SECTION 6A: CURRENT MOTION SUMMARY

SECTION 6B: PAST MOTION SUMMARY

SECTION 7A: TRILLIUM CONVENTION & COMMITTEE – CHARTER

Topics 1. General

- 2. Name
- 3. Statement of Purpose
- 4. Date
- 5. Location
- 6. Financial Backing

SECTION 7B: TRILLIUM CONVENTION & COMMITTEE – POSITION GUIDELINES

Topics

- 1. Committee Positions
- 2. Shadow Committee
- 3. Common Responsibilities of All Committee and Shadow Committee Members

Chairperson

- 5. Co-Chair
- 6. Past-Chair
- 7. Secretary
- 8. Treasurer
- 9. Al-Anon Program Coordinator
- 10. Hotel Liaison Coordinator
- 11. Registration Coordinator
- 12. Graphics Coordinator
- 13. Hospitality Coordinator
- 14. Media Coordinator/Voice of the Conference
- 15. Literature Coordinator
- 16. Alateen Program Coordinator
- 17. Alateen Advisor
- 18. A. A. Program Coordinator
- 19. Greeter Coordinator
- 20. OSA Executive Liaison

SECTION 8: FINANCES GENERAL

SECTION 9A: LITERATURE DISTRIBUTION CENTRE – GENERAL

Topics 1. History

2. Operations

Page 5 of 8

Revision date: 2022 09

- 3. Profits/Shortfalls
- 4. Current Address
- 5. Current Contact Information
- 6. Purpose of the LDC

SECTION 9B: LITERATURE DISTRIBUTION CENTRE – CHARTER

SECTION 9C: LITERATURE DISTRIBUTION CENTRE – BY-LAWS

SECTION 10: FORMS & Miscellaneous Topics

Ontario South Forms

FORM A INFORMATION & PERMISSION FORM

Form to obtain permission for Alateen members to attend

events under the care of a Sponsor/AMIAS.

FORM B MEDICAL FORM

Form to obtain medical information for Alateen members and is required when Alateen members attend events under the care of a Sponsor/SAM.

FORM C AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE

(AMIAS)

SCREENING APPLICATION AND CERTIFICATION FORM Form to be completed by: Member applying for certification, DR and AAPP.

FORM D DONATION FORM

Form to be included with group and personal contributions to OSA, and mailed to the Area Treasurer.

FORM E EXPENSE FORM

Form to itemize expenses to be submitted with receipts to the Area Treasurer.

FORM F ASSEMBLY BID FORM

Form provides details of location requirements and is to be completed by the DR of the District submitting a bid to host Assembly.

FORM I EXECUTIVE RÉSUMÉ

Form to be completed and submitted by members willing to stand for Executive positions.

FORM J LDC Speaker Questionnaire

Form to be completed and forwarded to Ontario South Literature Distribution Centre for members wanting to be added to the Speaker List available through LDC.

Al-Anon Group Registration and Records Change Form

Form to completed and submitted to Group Records Coordinator when any group information changes. For example: Location of meeting, time of meeting, GR, TABLE OF CONTENTS

Page 6 of 8

Revision date: 2022 09

Contact person, or CMA changes.

WSO Forms

Standard forms from WSO for various record keeping purposes, made available in paper form in the manual, and a PDF version that may be printed from the Ontario South website.

• Alateen Group Registration/Group Records Change Form

Form to be completed and submitted, through the DR, to the AAPP. See Section 11: C
Form is specifically for **NEW** Alateen group registration

- How to Fill Out the Alateen Group Registration Form
- Alateen Group Registration/Group Records Change Form

Form to be completed and submitted, through the DR, to the AAPP. See Section 11: C

Form is specifically for Alateen groups when any group information changes. For example: Sponsors, location of meeting, time of meeting, GR, contact person, or CMA changes.

- How to Fill Out the Alateen Group Records Change Form
- Group History Checklist

Form suggests what to record when submitting a Group History to Ontario South Archives.

SECTION 11A:

ALATEEN GENERAL

Topics

- 1. Background
- 2. Affirmation of appropriate conduct within the Alateen Program
- 3. Registration Process for AMIAS
- 4. Registration Process for an Alateen Group
- 5. Additional Safety Guidelines
- 6. Frequently Asked Questions
- 7. Resources

SECTION 11B:

AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE AREA CERTIFICATION PROCESS

Topics

- 1. General
- 2. Al-Anon Members Involved in Alateen Service (AMIAS)
 Certification Process
- 3. Application Documents
- 4. Re-certification Process

Page 7 of 8

Revision date: 2022 09

- 5. Re-certification Documents
- 6. Time Frame for Registration and Re-Certification

SECTION 11C: GROUP REGISTRATION AREA PROCESS

Topics: 1. General

- 2. Group Registration Process
- 3. Verification of Alateen Group Information
- 4. Changes to Alateen Group Information

SECTION 11D: ADDITIONAL SAFETY GUIDELINES

Topics: 1. Excerpts from OSA motion October 2005

2. (Comments on)

WSO Guideline G-34, Alateen Safety Guidelines

- 3. Forms
- 4. Other Suggestions
- 5. Creation of the Guidelines

SECTION 11E: SAFETY GUIDELINES FOR CONFERENCES

Topics: 1. Background

- 2. General
- 3. At the Conference/Assembly
- 4. Overnight Stays
- 5. Alateen Participation in Al-Anon/Alateen or AA

Conference Committee

SECTION 11F: ALATEEN ADVISORY COMMITTEE

Topic: 1. Background

SECTION 11 G: ONTARIO SOUTH ALATEEN ADVISORY COMMITTEE

CHARTER

SECTION 11 H: ONTARIO SOUTH ALATEEN ADVISORY COMMITTEE

FINANCES

SECTION 12A: **RECORDS AND INFORMATION**

GROUPS AND DISTRICTS

Topics: 1. Groups

2. Districts

SECTION 12B: RECORDS AND INFORMATION

AREA RECORDS

Topics: 1. Background

- 2. Scope
- 3. General Correspondence
- 4. Executive Meeting Documents

Page 8 of 8

Revision date: 2022 09

- 5. AWCS & Assembly
- 6. Financial Information
- 7. Blank Forms
- 8. Form Letters
- 9. Area Manual
- 10. Assembly Host Committee Minutes
- 11. Destruction
- 12. Electronic Data
- 13. Transfer to Area Archivist
- 14. AAPP Police Record Checks