



Members of the OSA Executive are: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, and two Advisors.

**1. Eligibility Criteria for All Executive Positions:**

1. OSA Eligibility Criteria, passed October 1995, state that the positions of Executive members are open to incoming DRs, outgoing DRs, past DRs or 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. Refer to Section 5:A Pg 6 of 6
2. Résumés are required for any member standing for an Executive position. Members shall submit an OSA Executive résumé by a date determined by the OSA Executive. (OSA motions May 2009, one through four.)
3. Those eligible to stand for the position of Advisor are any past executive members from the past two terms. The newly elected Delegate invites two persons from those who are eligible.
4. No Al-Anon member may serve on the OSA Executive if they are also serving at the area level in another area.
5. Al-Anon/Alateen members who are also members of AA may not serve at the area level.
6. Further requirements and skills that would be assets for individual positions are listed under each service position.

**2. Time Line for Election of Executive:**

All Executive are elected at Assembly. Terms begin on January 1st of the year after the election, and all terms are for three-year duration. (2005 was an election year)

**3. Filling Vacancies:**

If for any reason an Executive member cannot complete their term, the Delegate selects someone interested in filling the vacancy on a temporary basis, until the next regularly scheduled Assembly, with the following exceptions:

1. If for any reason, the Delegate cannot complete their term, the Alternate Delegate automatically assumes the Delegate position and responsibilities.

2. If for any reason the Chairperson cannot complete their term, the Alternate Delegate automatically assumes the Chairperson position and responsibilities, until the next regularly scheduled Assembly.  
NOTE: Should both Delegate and Chairperson positions become vacant at the same time, the priority will be to fill the Delegate position. A Chairperson would then be selected as noted above.

**4. Common Responsibilities of Executives: (shown on the back of résumé form)**

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 Open Lines for each edition.
3. Ensure, in an election year, that the Assembly location for the next year is secured 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 GRs 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.
8. Have access to a computer, internet and printer to fulfill their responsibilities.

**5. Delegate:**

The group conscience of Al-Anon can work effectively only if it is informed. Much depends on the Delegate being thoroughly familiar with the Service Manual before he/she ever attends the WSC. The Delegate is a channel through which information flows. He/she carries to the WSC the viewpoint of his/her area on matters affecting the entire fellowship and returns to his/her area with the broader perspective of Al-Anon. He/she is the bridge of understanding which links the groups, in his/her area, with Al-Anon/Alateen worldwide and helps them to continue to function in unity. He/she is the servant of Al-Anon as a whole. (See also Service Manual - World Service Delegate)

Duties and responsibilities:

1. Serve as the link between WSO and the OSA.

2. Attend each meeting of the WSC and familiarize him/herself with the issues at hand.
3. Make him/herself available to all Groups, Districts, and AIS committees within his/her area.
4. Give a report of the WSC at AWSC and Assembly.
5. May attend seminars, conferences and meetings as authorized by the OSA.
6. Perform all duties incident to the office of Delegate and such other duties as may be assigned to him/her from time to time by the OSA.
7. Attend the Trillium Convention each year.
8. Keep the Alternate Delegate informed of all pertinent Al-Anon issues.
9. Serve as LOC Co-Chair during his/her term as Delegate, serve as LOC Chairperson immediately after his/her term as Delegate and then serve as LOC Past-Chair after that. (See Section on LOC)
10. Submit the names and resumes of the Regional Trustee Candidate for Ontario South, and if applicable the Alternate Trustee Candidate, to the WSO in accordance with the WSO time frame.
11. Send a reminder (e-mail and post on Ontario South website) during the summer prior to Ontario South Assembly elections to Ontario South members who may be interested in serving as an Ontario South Co-ordinator that they make their wishes known to the in-coming Delegate by mid-November.
12. Selects Coordinators from the applicants who have submitted a letter of interest in the position(s).
13. Sends AWSC membership list compiled by the Secretary to WSO
14. Invites members to serve as the chairperson on various Area Thought Forces and/or Task forces

**6. Alternate Delegate:**

The primary purpose for an Alternate Delegate is that if for any reason the Delegate cannot complete the three-year term, the Alternate Delegate automatically becomes the Delegate for the balance of the term. Therefore, the Alternate Delegate must be aware of the Delegate's duties and responsibilities.

(See also Service Manual - World Service Delegate's Alternate and Guideline G-32 – Area Forum Coordinators)

Duties and responsibilities:

1. Be prepared to attend the WSC if the Delegate is unable to do so.
2. Serve as alternate interim Area Chairperson when necessary. (Only if not required to fill Delegate position)
3. May share pre-determined section of area if it is too large for the Delegate to give his/her report.
4. Help the Chairperson when called upon.
5. Be the liaison for the Forum magazine and ensure that all groups are informed about the importance of receiving and using the Forum magazine.
6. Keep communication lines open with groups in Ontario South and assist the Delegate in passing on information received from WSO.
7. Include information about the Forum in each report prepared for Open Lines.
8. Create an agenda for meetings with the Coordinators, at AWSC and Assembly, and report input from these meetings to the Executive. Help resolve issues that the Coordinators may face and keeping in close contact with them, passing on information as necessary.
9. Serve on the Committee that is responsible for the maintenance of this Policy & Guidelines Manual. Receive corrections and suggestions from members, discuss with Executive, AWSC or Assembly as needed, and compiles revisions. Forwards revisions to Website Coordinator to post. Keep the master copy for reference in conjunction with the Policy & Guidelines Manual Committee.
10. Work on committees set up by AWSC.
11. Be willing to attend group meetings and speak when asked.

## 7. Chairperson:

A Chairperson should have leadership and organizational skills. It is essential to be able to plan an agenda, and conduct meetings in an orderly manner.

Preparation, communication and cooperation are the key elements of good chairmanship. (See also Service Manual – Area Chairman) Tasks may be delegated to another member of the Executive as agreed to by both parties.

Duties and responsibilities:

1. Be prepared to attend WSC if the Delegate and Alternate Delegate are unavailable.
2. Prepare for, and chair, all Executive meetings, AWSC and Assembly. Specific tasks for each meeting listed below.
3. Contact potential candidates for Trillium Chairperson, from members that are recommended by other Executive members or past Trillium Chairpersons. Ask the members to make a commitment to accept the position of Trillium, and if member declines, Chairperson to continue contacting members until someone accepts. Commitment for Trillium Chairperson to be made two years in advance.
4. Provide signed, original letters with member's full legal name (on OSA letterhead) to DRs upon request, where needed to obtain Vulnerable Person Screening for free or for a reduced price. This letter confirms that the individual seeking the screening is doing so for the purpose of volunteering with Al-Anon Family Groups – Ontario South.

**Executive Meetings** – See also the Section titled Executive Meetings

1. Chairperson or Treasurer to book a central location for Executive meetings, considering travel time for Executive members. Research for the most economical facility.
2. Set the agenda for the Executive meetings by reviewing past minutes and notes for items brought forward. Contact other Executive members for any agenda items. Do background research in the Service Manual and this Policies & Guidelines Manual. Prior to the February/March and July meetings, review Assembly and AWSC minutes for items to be brought forward.
3. As outgoing Chairperson prepare the agenda and chair the first part of the Executive Handover meeting.
4. As outgoing Chairperson prepare a list of items to be passed to the new Executive for their attention.

5. As incoming Chairperson prepare an agenda and chair the second part of the Executive Handover meeting.
6. As incoming Chairperson review past agendas particularly, the list of items passed to the new Executive, prepared by the outgoing Chairperson.

**AWSC** – See also the Section titled AWSC

1. Prepare information packages for AWSC members to be distributed prior to AWSC. (Review of previous information packages is helpful.)

Items to be included:

- A cover letter;
  - Information sheet including date, time, and local information;
  - Details of amount and date for registration to be received by the Area Treasurer;
  - Details of costs for ADRs to attend;
  - Details of equalized travel costs;
  - Date for Coordinator and Liaisons reports to be received by Area Secretary;
  - Agenda
  - Background information for motions and items for discussion;
  - Recommendation that attendees read and bring minutes of past AWSC for acceptance.
2. Plan the agenda for AWSC to include; reports from the Delegate, Treasurer, LDC and Coordinators; Workshops (review past evaluations for suggested topics) and reports from selection of DRs. Each DR gives a report at AWSC once in their three-year term.
  3. Ask for suggestions for workshop leaders, based on the topics. Contact these members and ask them to participate. After the event, the Chairperson may wish to send a thank you to members who led workshops, spoke or participated in some way. The Alternate Delegate may also be asked to assist with these tasks.

**Assembly** – See also Section titled Assembly

1. Act as Liaison to the Assembly Host Committee. The Host Committee will send a copy of the minutes of their meetings to the OSA Chairperson.
2. Prepare Information package for Assembly members to be distributed prior to Assembly. (Review of previous information packages is helpful.) The package is distributed to AWSC members only and DRs must copy it and distribute it to their GRs.  
Items to be included:

- A cover letter;
- Information sheet including date, time, and local information;
- A registration form, with details of amount of registration and date to be received by Area Treasurer;
- Details of voting and discussion procedures;
- Background for motions and items for discussion;
- Expense report form for those eligible;
- Date for Coordinator and Liaisons reports to be received by Area Secretary;
- Agenda
- Group Information Change Forms and instructions.
- Recommendation that attendees read and bring minutes of past Assembly for acceptance.

3. Prepare the Assembly agenda to include:
  - Reports from the Delegate, Treasurer, LDC, Coordinators, Ontario South Alateen Advisory Committee and Trillium Chairpersons;
  - Motions and Items for Consideration;
  - Response to Ask-It-Basket questions;
  - An open forum;
  - Three workshops (review past evaluations for suggested topics);
  - Alateen GR meeting;
  - Alternate Delegate/Coordinator meeting;
  - Literature Office Committee Meeting.

Generally in the last year of a term, the election of the new Executive is the main focus of Assembly. Every effort should be made to deal with major business items requiring a vote to be dealt with on Saturday. (OSA Motion – October 1987)

4. In an election year, ask several members with some Election Assembly experience to assist with the paper ballot process of handing out, collecting and counting votes.
5. On behalf of the Executive send a thank you to the Assembly Host Committee, commending them for all their hard work. Thank you notes may also be sent to members that led workshops, spoke or participated in some way. The Alternate Delegate may also be asked to assist with these tasks.
6. In an election year, the Chairperson ensures that the Assembly location for the following year is already booked for the incoming Executive.

**8. Secretary:**

The position of Secretary on the Executive committee requires a high degree of organizational skills. The Secretary deals with the collective information of the groups in Ontario South and must be able to store and retrieve that information in a timely manner. The Secretary must be able to take and transcribe minutes of all Ontario South area level meetings, including exact quotes of motions, and store them for future reference. In addition, the Secretary facilitates the movement of information among members in Ontario South through electronic mail to AWSC members (see Section 4.2). Prior to sending out any attachments, the Secretary reviews the content to ensure that it is compliance with AI-Anon guidelines. Familiarity with word-processing software would be an asset. (See also Service Manual - Area Secretary)

Duties and responsibilities common to meetings are listed here, additional tasks, specific to each meeting, are listed under the heading for each meeting.

1. Prepare for Executive meetings, AWSC and Assembly.
2. Bring the following supplies to all meetings:
  - Equipment to be used for recording minutes (laptop computer/ tape recorder and tapes/pens and notebooks);
  - Extension cord, duct tape, scissors and stapler;
  - Motion forms.

For AWSC and Assembly add the following items:

- Baskets, signs, and copies of forms for the Ask-It-Basket, Item for Consideration, and Motions.
  - Workshop sign-up sheets;
  - Workshop report back sheets.
3. For AWSC and Assembly, set out, in a convenient location in the main meeting room, the baskets and copies of: Ask-It-Basket, Item for Consideration. Motion forms are to be kept by Secretary until KBDM is complete.
  4. For AWSC and Assembly, set out the workshop sign-up sheets.
  5. Record, transcribe, produce and distribute minutes of Executive meetings, AWSC and Assembly as noted under each event. Minutes will be sent by email.
  6. Serve on the committee responsible for the maintenance of this Policy & Guidelines Manual compiling the motions from Assembly and AWSC.. Work with the Alternate Delegate, who receives corrections and suggestions from members, and make revisions as required.



7. Complies the AWSC membership list and sends it to the AWSC membership. The Delegate sends it to WSO minus the Advisors

**Executive Meetings** – See also the Section titled Executive Meetings

1. Check with Chairperson, before the meeting, if any particular file is required.
2. Produce minutes and distribute them to the Executive.

**AWSC** – See also the Section titled AWSC

1. Collect and photocopy (double sided) registration packages. One for each AWSC member. Registration information packages for AWSC include (discussed at previous Executive meeting):
  - Table of contents;
  - Acronyms;
  - Agenda; (if required due to changes)
  - Motions and Items for Discussion; (if required due to changes)
  - Background information (from Chairperson);
  - Three “C”s of Service
  - Reports from Coordinators, Ontario South Alateen Advisory Committee Chair, Trillium Chairperson, and LDC Office Manager;
  - Evaluation form (make sure you have revised the form to include your name and mailing address).

When possible, Registration information packages will be sent by email. If a member that is to receive the Registration package does not have email or an email buddy, the Registration information package will be sent by regular mail.

- Evaluation form. Make sure you have revised the form to include your name and mailing address and distribute the form at AWSC.
2. Prepare a roll call sheet from AWSC list including Delegate, Alternate Delegate, Secretary, Treasurer, DRs, Coordinators, AIS reps, Ontario South Alateen Advisory Committee and Trillium Chairpersons, (Trustees, ADRs do not have a vote at AWSC unless attending in place of a DR.)
  3. Be prepared to assist Treasurer with registration.
  4. Bring the following additional supplies to AWSC:
    - Ten extra copies of minutes from previous AWSC;
    - Any files requested by the Chairperson.
  5. Collect evaluation forms, Ask-It-Basket questions and workshop evaluations.

6. Summarize the evaluations and prepare a report for the next Executive meeting.
7. Summarize comments\suggestions and prepare a list of all who volunteered.
8. File Motion, Item for Consideration, and Ask-It-Basket forms and keep for one year.
9. All reports relating to Ontario South Alateen Advisory Committee, Trillium Committee and LDC are filed in corresponding file folders.
10. After AWSC, produce minutes and distribute them to AWSC Members. E-mail a PDF copy without names of motion and seconder member's names to the Website Co-ordinator to be posted on the Ontario South website.
11. After AWSC, assemble District, AIS, Trillium, OSAAC and Coordinators' Reports (without names) and email a PDF copy to the Web site Coordinator to be posted on the Ontario South web site.

**Assembly** – See also the Section titled Assembly.

1. Collect and prepare the items for the registration package. When a final package has been compiled, number the pages and create the table of contents page. Keep a copy of this package and file. A copy of the package is sent to the Host Committee Chairperson approximately one month prior to Assembly to allow them the time to photocopy and stuff into envelopes. Determine with the Host Committee Chairperson, if the package may be sent by email or if a paper copy is required by regular mail. Notify the Host Committee Chairperson it has been sent so they will know to expect it, and ask for confirmation of receipt. The registration package should include the following items as discussed at the previous Executive meeting:
  - Table of contents;
  - a) Acronyms;
  - b) Three "C"s of Service;
  - c) Agenda; (if required due to changes)
  - d) Motions and Items for Consideration (if required due to changes)
  - e) Background information (from Chairperson)
    - Reports from Coordinators, Ontario South Alateen Advisory Committee Chair, Trillium Chairperson, and LDC Office Manager;
    - Evaluation sheets (make sure you have revised the form to include your name and mailing address).
2. Prepare ballots for voting. If it is the third year of term at least 400 will be required for each vote and some positions may require more than one vote to establish the required majority.
3. Bring the following additional supplies to Assembly:
  - Ten to fifteen copies of previous Assembly minutes;

- Any files requested by the Chairperson.
- 4. Collect evaluation forms, Ask-It-Basket questions and workshop evaluations.
- 5. Summarize the evaluations and prepare a report for the next Executive meeting.
- 6. Summarize comments\suggestions and prepare a list of all who volunteered.
- 7. File Motion, Item for Consideration, and Ask-It-Basket forms and keep for one year.
- 8. Update the motion summary and send to the Alternate Delegate who will prepare a revision of Section 6 in this manual.
- 9. All reports relating to Ontario South Alateen Advisory Committee, Trillium Committee and LDC are filed in corresponding file folders.
- 10. After Assembly, produce minutes and distribute them to Executive, Co-ordinators, Advisors, Trustee's, and all DRs. E-mail a PDF copy without names of motion and seconder members to the Website Co-ordinator to be posted on the Ontario South website.

## **9. Treasurer:**

The Treasurer handles or oversees all financial activities on behalf of groups of Ontario South. A background in accounting (balance sheets, budgets and income sheets) is a definite asset for this position. (See also Service Manual – Area Treasurer)

The main duties of Treasurer are to:

- Prepare a budget;
- Verify donations/bequests/endowments received and find source if not specified;
- Prepare and make deposits regularly (every week at times);
- Issue and follow up on advances and floats;
- Make payments against invoices including expense claims;
- Ensure data entry of all transactions;
- Prepare financial reports for Executive meetings, AWSC and Assembly;
- Announce the rates for mileage and meal allowance at AWSC to be included in the minutes;
- Maintain the financial documents allowing for easy reference;
- Reconcile various accounts including the financial institution's statements;
- Prepare deposits to secure required facilities for AWSC, Assembly and Trillium.

**AWSC** – See also the Section titled AWSC

1. Before AWSC:
  - Prepare a budget for the next year, to be presented to the Executive at the last meeting before AWSC;
  - Establish with the Executive, the registration fee for AWSC and the assessment amount for the equalized travel;
  - Prepare a list of the Equalized Travel Assessments per District;
  - The Equalized Travel Assessment List is to go to the DRs with the notice of AWSC;
  - Receive and record all monies relative to AWSC – DR registrations, equalized travel payments, other registrations and accommodations;
  - Communicate with the host institution concerning registrations and advance payments;
  - Prepare an Equalized Travel Claim Form to be given to each DR at AWSC;
  - Prepare and print donation lists by District per Group to be inserted into the handout registration packages
2. At AWSC:
  - Present the Treasurer's report for the previous year end, including actual vs. Budget, income statement and balance sheet and prudent reserve statement;
  - Present the financial report for the current year's first quarter, including actual vs. Budget, income statement and balance sheet;
  - Present the proposed budget and be prepared to clarify the figures therein;
  - Ensure that the host institution has your name and the OSA treasurer's address to send the bill to
3. After AWSC check and pay:
  - The travel claims for the DRs;
  - The expense claims for Executives, Coordinators, Trustees, and Advisors;
  - The bill from the host institution.

**Assembly** – See also the Section titled Assembly

1. Before Assembly:
  - Establish, with the Executive, the registration fee for Assembly;
  - Receive and record registrations;
  - Prepare a master list of all registrants, their district and group identification numbers and their positions;
  - When registration is closed, sort this list by District, and alphabetize each District list;
  - Leave room on each list for on-site registrations;
  - Send a copy of these lists to the Host Committee at least a week before Assembly as well as labels for the registration packages.

Also make a note of any registrations received after registration is closed.

2. Prepare a Treasurer's report for Assembly, including actual vs. budget, income statement, balance sheet, and next year's budget.
3. Bring to Assembly:
  - A cash float of \$200.00 and a cash box;
  - Receipt books for the Registration Committee;
  - An alphabetical listing of all registrants;
  - The chequebook.
4. At Assembly:
  - Assist the Registration Committee in organizing registration procedures and collecting registration fees;
  - Ensure the safety of the money – collect it often;
  - Present the Treasurer's report and answer questions;
  - Ensure that the host institution has your name and address to send the bill to.
5. After Assembly check and pay:
  - The expense claims for those eligible (Executives, Coordinators, Trustees, Advisors);
  - The bill for the host institution.

**LDC** – See also the Section 9, LDC

1. The Area Treasurer is a member of the Literature Office Committee (LOC).
2. The Treasurer is required to attend all meetings of the Literature Office Committee (LOC). (At least two per year, at AWSC and Assembly)
3. To assist the LDC Office Manager, if necessary, to prepare an annual budget.
4. To assist the LDC Office Manager, if necessary, by instructing him/her in the maintenance of the books and records, and to ensure that an audit trail is being maintained for all funds received and disbursed by the LDC.
5. To receive and review monthly financial statements of the LDC, and to submit changes or adjustments to the Literature Office Committee.
6. To check all expenditures to ensure that they are within the approved budget, and to advise the LDC Office Manager and the Chairperson of the Literature Office Committee when budget figures are exceeded by more than 10%.

7. To deliver, at the end of his/her term, all records, files and financial reports of the LDC, to his/her successor, within ten days of leaving office.
8. To maintain a file of current procedures for the fulfillment of the duties of the Treasurer in relation to the LDC.

**10. Advisor:**

The role of Advisor is primarily to bring their experience, either from their participation within OSA, the WSO or both, and to aid in the transition from one group of Executive to the next. In February of 2003 the position of Advisor was given a vote at Executive meetings.