



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

Members are elected to the positions in this Section by those they serve. The OSA stipulates nothing further than the WSO Guidelines for each position, and the reference's in the WSO Service Manual. The following serve only as information and guidelines.

It is suggested that all Group Representatives and District Representatives have access to a computer with internet and printer or obtain an email buddy.

## **2. Group Representative (GR):**

1. Read WSO Service Manual Part 4: Conference Procedures, At the Group Level, and General Information for Assemblies, Duties of Assembly Members – Group Representative. Read Guideline G – 11 Group Representative, and Area Policies and Guidelines Manual
2. **Time Line and Term:** The GR is a three-year term, which begins January 1<sup>st</sup> after the year that they are elected. It is preferred that GRs are elected by the end of August in an election year. (2005 was an election year). However, it is the incoming GRs that have the vote at Assembly and District, before their term technically begins, to elect the members they will be serving with during their term.
3. **Qualifications:** It is important that GRs are members with experience, stability, and an understanding of the Twelve Traditions and how they work. Al-Anon/Alateen members who are also members of AA may not serve as GR. (See WSO Service Manual – Part 4 – Conference Procedures – At the Group Level)
4. A GR is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. He/she attends Assembly, District meetings, and maintains contact between the group and the district and between the group and the OSA. He/she should also make himself/herself thoroughly familiar with the WSO Service Manual, the Twelve Concepts of Service, and group and district policies, as well as this Policies & Guidelines Manual.
5. Through contact with other GRs and members of the Assembly, the GR can gain knowledge of Al-Anon's world service structure, and the purpose and work of the WSC.
6. The GR is allowed regular time at Group meetings to convey information concerning Al-Anon service activities at the District, Area and World levels.

7. Each group has one vote at Assembly, so it is important for the GR to be informed of the issues at hand by regular attendance at District meetings.
8. **Group Records Information:** The GR is responsible for informing the Area Group Records Coordinator, the DR and the local AIS of all information pertaining to the group, particularly the Current Mailing Address (CMA). The CMA is where all mailed correspondence will be sent for the group and if it is incorrect, the group will not be kept informed of District, Area and World Al-Anon/Alateen activities. If the group is not receiving mail, the GR must submit a Group Records Information Change Form to their DR, the local AIS, and the Group Records Coordinator.
9. The GR is also the Forum representative, acquainting group members with its value, and also suggesting that stories be sent to the Forum Administrator at the WSO.
10. The GR is a conduit for information to flow back and forth between local committees such as AIS, Public Outreach, Institutions, and any other committees that may exist within the district. The groups may select someone other than the GR to serve these functions.
11. The GR calls attention to their group, the importance of using CAL at meetings.
12. The GR often serves as the Alternate AIS Rep.

### 3. Alternate Group Representative (AGR):

1. **Qualifications:** Al-Anon/Alateen members who are also members of AA may not serve as AGR. (See WSO Service Manual – Part 4 – Conference Procedures – At the Group Level)
2. The AGR should be prepared to fill in if the GR is unable to attend Assembly.
3. The AGR attends all District meetings.
4. The AGR often serves as the groups AIS Rep as suggested in the WSO Service Manual.
5. Some groups have their AGR serve a three-year term, and others have a one-year term. Regardless the AGR should keep informed of pertinent Al-Anon issues.

#### 4. District Representative (DR):

1. Once the District Representative has been elected, he is to inform the Ontario South Secretary of his appointment.
2. Read WSO Service Manual referencing the District Representative's responsibilities, role and structures. Read Guidelines G-15 District Meetings and G37-District Representative, and Area Policies and Guidelines Manual
3. Pass on your copy of this Area Policies & Guidelines Manual, any records, files, equipment, and supplies pertaining to the job and assist successor in any way possible
4. **Time Line and Term:** The DR is elected by the incoming GRs, and is a three-year DRs are elected by the end of September in an election year. (2005 was an election term, which begins January 1<sup>st</sup> after the year that they are elected. It is preferred that year). DRs do not have a vote at Assembly unless they are also a GR. (One vote per group)
5. **Qualifications:** DRs are elected from incoming and past GRs. Al-Anon/Alateen members who are also members of AA may not serve as DR, AIS, & Alt. AIS. (See WSO Service Manual – Part 4 – Conference Procedures – At the Group Level)
6. Each DR represents one District in Ontario South and there are thirty Districts. The DR helps the groups to understand world Al-Anon, making the members aware they are part of a great whole in which they have fellowship with and even a responsibility toward, groups in other places and other lands.
7. The DR calls and usually chairs District meetings for their District.
8. The DR helps the Delegate in every way possible in disseminating WSC information and reports.
9. The DR distributes the information and motions received in the mailing package for AWSC and Assembly to allow GRs to discuss with their group.
10. The DR keeps in touch with the GRs of the District to learn the views of the groups and their problems, which in turn he/she may report to the AWSC or the Delegate.
11. The DR visits all groups in his/her District once per year, particularly the new groups, to make sure they are getting necessary information and help.
12. The DR helps the groups understand and apply the Traditions, which guide us in our fellowship activities.

13. The DR attends AWSC and Assembly and be informed of the issues being presented and discussed at both.
14. The DR urges every group to complete and submit a Group Records Information Change Form to the Area Group Records Coordinator, check the CMA for each group in his/her District to determine its accuracy, and inform the Group Records Coordinator of those groups in his/her District which have disbanded.
15. DRs, through WSO Group Records website, have access to all their district's group information which includes current certified AMIASs.

**5. Alternate District Representative (ADR):**

1. **Qualifications:** ADRs are elected from incoming and past GRs. Al-Anon/Alateen members who are also members of AA may not serve as ADR. (See WSO Service Manual references to the role of Alternate DR)
2. The ADR should be prepared to fill in if the DR is unable to attend Assembly or AWSC.
3. The ADR attends all District meetings.
4. The ADR should keep informed of all pertinent Al-Anon issues.

**6. Al-Anon Information Service Representative (AIS Rep.):**

1. **Qualifications:** In keeping with the principal that Al-Anon/Alateen members who are also members of AA may not serve as GR, and because an AIS representative could become an AIS Chairperson and thus a member of AWSC, an Al-Anon/Alateen member, who is also a member of AA may not serve as an AIS representative.
2. AGRs often serve as the groups AIS Rep. (See WSO Service Manual – Part 2 – Group Structure – Duties of Group Officers)
3. The AIS Rep. attends meetings of the AIS and reports back to their group the information learned there.

**7. Al-Anon Information Service Chairperson (AIS Chair):**

1. **Qualifications:** In keeping with the principal that Al-Anon/Alateen members who are also members of AA may not serve as GR, and because an AIS Chairperson is a member of AWSC, an Al-Anon/Alateen member, who is also a member of AA may not serve as an AIS Chairperson.

2. Read WSO Service Manual, Part 2 – Al-Anon and Alateen Groups at Work – Information Service Representation and Guideline G – 4 Al-Anon Information Services.
3. The AIS Rep. brings information concerning their district(s) to the AWSC meetings and Assemblies and relate information about Area decisions, discussion and events to their respective district(s).
4. AIS Rep. duties and responsibilities may vary, from district to district within Ontario South, and are determined by those they serve.

#### **8. Ontario South Alateen Advisory Chairperson:**

1. Read Section 11F: Ontario South Alateen Advisory Committee. Attend the AWSC, and the Assembly, which fall during your term.

#### **9. Trillium Chairperson:**

1. Read WSO Guideline G-20 Al-Anon/Alateen Area Conventions.
2. Duties and detailed job descriptions for Chairperson and other Committee positions are in Section 7 of this manual.
3. The OSA Executive selects the Trillium Chairperson from a list of recommended members.
4. The Executive will contact the members and ask for a commitment to OSA to be Trillium Chairperson and chair the committee that will run the convention for a specific year. The Executive will continue contacting members until a member accepts the position.
5. The term begins the year prior to the convention year that has been accepted. The position held in this year is Shadow Chairperson.
6. As Chairperson, attend and chair all Committee meetings.
7. Attend the AWSC, and the Assembly, which fall during your term.