



Policies & Guidelines Manual

Al-Anon Declaration – “Let It Begin With Me”

When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, and -
---Let It Begin With Me.



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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, |

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**
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- Topics:
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 2. (Comments on)
WSO Guideline G-34, Alateen Safety Guidelines
 3. Forms
 4. Other Suggestions
 5. Creation of the Guidelines

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1. Background

SECTION 11 G: ONTARIO SOUTH ALATEEN ADVISORY COMMITTEE CHARTER

SECTION 11 H: ONTARIO SOUTH ALATEEN ADVISORY COMMITTEE FINANCES

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 2. Districts

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 3. General Correspondence
 4. Executive Meeting Documents

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



When revisions are distributed, please remove and destroy the corresponding old version from your binder and replace with the revised version.

PLEASE NOTE: As of April 2012 vertical lines in the outer right margin indicate where the most current revisions have been made. When revisions are completed the header date of the entire section changes. In an effort to conserve paper you are asked to reprint only the pages where the body has changed. You may however reprint the entire section if you wish.

(In reverse order)

September 2022 Revision History – reprint all

Table of Contents – reprint pages 5-8

History of Ontario South – reprint page 2

Acronyms – reprint page 2

Section 1 – reprint page 2 of 6

Section 2A – reprint page 4 of 14

Section 2B – reprint pages 8-13

Section 2C – reprint pages 3-5

Section 8 - Financial General - reprint all

Section 9C – Literature Distribution Centre (LDC) reprint pages 4&5 of 5

Section 11E – reprint all

July 2020

Revision History- reprint all.

Table of Contents- reprint pages 4 to 7 of 7.

History of Ontario South-reprint page 2 of 2.

Acronyms-reprint page 1 of 2.

Section 1: General-print page 2 of 5.

Section 2A: Executive Members – reprint pages 1, 2 & 3 of 12.

Section 2B: Coordinators – reprint all pages 1 to 11 of 11.

Section 2C: Other Positions – reprint pages 2, 3 & 4 of 4.

Section 2D: Regional Trustee – print all pages 1 to 4 of 4.

Section 4: AWSC – reprint pages 1 & 2 of 5.

Section 5A: Assembly – reprint pages 1 & 2 of 6.

Section 5B: Assembly Host Committee – reprint all pages 6 of 6.

Section 6A: Current Motion Summary – reprint all

Section 8: Finances General – reprint pages 1 & 2 of 2.

Section 10: Forms

Form F- Assembly Bid Form – print pages 3 & 4 of 4.

Form I –Executive Resume – reprint pages 1 & 2 of 2.

WSO Form-Alateen Group Registration Form - print
 WSO Form-Alateen Group Registration Form How to - print
 WSO Form-Alateen Group Records Change Form - print
 WSO Form-Alateen Group Records Change Form How to -print
 Section 11A: Alateen General – reprint all pages 3 of 3.
 Section 11 B: Alateen – Supportive Al-Anon Member Area Certification
 Process – reprint all pages 6 of 6.

January 2018 Revision History: Reprint All.
 Section 2B: Service Positions and Responsibilities, B Coordinators
 reprint page 9 of 11.
 Section 5B: Assembly And Host Committee Guidelines, Reprint page 1
 of 9
 Section 6A: Current Motion Summary, Pages 1-4
 Section 6B: Motion Summary, Past Motion Summary, Pages 13,10, 9,
 7, 6, 4, 3
 Section 7A: Trillium Convention and Committee Charter.
 Reprint page 1 of 2
 Section 10: Forms and Miscellaneous, E Expense Claim
 Section 10: Forms and Miscellaneous, F Assembly Bid Form
 Section 11B: Alateen Sam Certification page 2 of 6

August 2017 Table of Contents- reprint page 5 of 7
 Revision History – reprint all
 Section 2A: Service Positions and Responsibilities, Executive Members,
 reprint page 1 of 12
 Section 6A: Current Motion summary – reprint pages 10 & 11
 Section 9A: Literature Distribution Centre – reprint page 1 of 1
 Section 10J: Forms, LDC Speaker questionnaire reprint 1 of 1

December 2016 Table of Contents – reprint page 4 of 7
 Revision History – reprint all
 Section 2B: reprint all
 Section 2C: Service Positions and Responsibilities, Other Positions-
 reprint all
 Section 6A: Current Motion summary – reprint all
 Section 7A: Trillium Convention and Committee Charter- reprint all
 Section 11B: Alateen SAM Area Certification and Re-certification
 Process- reprint page 5 of 6
 Section 11D: reprint page 1 of 3

Section 11F: reprint 1 of 1

August 2016 Table of Contents –reprint pages 2 & 3 of 7
Revision History – reprint all
Section 2B: Service Positions Coordinates– reprint all
Section 5B: Host Committee Guidelines - reprint page 1 of 8
Section 6A: Current Motions- reprint page 10 of 10
Section 10E: - EXPENSE CLAIM - reprint
Section 11B: supportive Al-Anon Members (SAM) Area Certification and Re-certification Process- reprint pages 2-6 of 6
Section 11C: Alateen Registration Area Process- reprint page 1 of 1

December 2015 Revision History – reprint all
Section 2A: Service Positions Executive – reprint page 3 of 12
Section 6A: Current Motions – reprint page 10 of 10
(Some motions have been moved from Section 6A to Section 6B. If you wish, you may reprint all the pages from Section 6A and Section 6B)
Section 9C: – reprint page 4 of 5
Section 11B: - reprint page 6 of 6

August 2015 Table of Contents – reprint page 1 of 7
Revision History – reprint all
Al-Anon/Alateen Acronyms & Terms – reprint page 1
Section 1: General – reprint page 3 of 5
Section 2B: Service Positions Coordinators – reprint page 3 of 10
Section 6A: Current Motions – reprint page 10 of 10
Section 9B: Literature Distribution Centre Charter– reprint all
Section 10E: - reprint form
Section 11C: - reprint page 1 of 1 (2013 12)

December 2014 Revision History – reprint all
History of Ontario South – reprint page 2 of 2
Table of Contents – reprint all
Section 1: General reprint pages 3, 4,& 5 of 5
Section 2B: Service Positions Coordinators – reprint pages 1 & 7 of 10
Section 2C: Service Postions – Other – reprint page 3 of 4
Section 5A: Assembly and Host Committee – reprint page 6 of 6
Section 5B: Host Committee Guidelines – reprint pages 4 to 8 of 8

Section 6A: Current Motions – reprint page 10 of 10
Section 8: Finances General – reprint page 1 of 2
Section 10I: Members profile and resume – reprint page 1 of 2
Section 10: WSO Forms: Remove 3 French forms
Section 10: District Boundaries, OSA Proposed Guidelines for Groups wanting to change Districts, Registration Process for an Al-Anon Group, and Email Etiquette – removed from Section 10 and reprinted in Section 1

August 2014 Revision History – reprint all
History of Ontario South – reprint page 1 of 2
Ontario South Contact Information – delete page 1 of 1
Al-Anon/Alateen Acronyms & Terms reprint pages 1 & 2 of 2
Table of Contents – reprint pages 1 & 5 of 7
Section 1: General – reprint pages 2 & 3 of 3
Section 2A: Service Positions Executive –reprint pages 1,2,3,4,6,10 & 11
Section 2B: Service Positions Coordinators- reprint pages 3&6 to 10 of 10
Section 4 : AWSC – reprint pages 1, 2 & 3 of 5
Section 5A : Assembly– reprint page 1 of 6
Section 5B: Assembly Host Committee – reprint pages 3, 4, & 5 of 8
Section 6: Current Motion Summary – reprint page 10 of 10
Section 7B: Trillium Committee Positions – reprint page 2, 5 & 6 of 6
Section 9A: LDC General – reprint page 1 of 1
Section 9B: LDC Charter – reprint pages 1 & 2 of 2
Section 9C: LDC By-Laws – reprint all
Section 10F: Assembly Bid Form – reprint pages 1 & 3 of 4
Section 10I: Forms – Member Profile & Resume – reprint page 1 of 2

January 2014 Revision History – reprint page 1 of 7
Ontario South Contact Information – reprint page 1 of 1

December 2013 Revision History – reprint all
Ontario South Contact Information – reprint page 1 of 1
Al-Anon/Alateen Acronyms & Terms – reprint page 1 of 2
Table of Contents – reprint pages 5, 6 & 7 of 7
Section 1: General – reprint page 2 of 3
Section 2 A: Service Positions Executive – reprint pages 3 to 12 of 12
Section 2 B: Service Positions Coordinators – reprint pages 1 to 10 of 10
Section 4: AWSC – reprint page 3 of 5

Section 5 B: Assembly Host Committee – reprint pages 1 & 4 & 5 of 8
Section 6A: Current Motion Summary – print pages 9 & 10 of 10
Section 9A: LDC General – print page 1 of 1
Section 9B: LDC Charter – print pages 1 & 2 of 2
Section 9C: LDC By-Laws – print all pages 1 to 5
Section 10 Form F: Assembly Bid – reprint pages 1, 2 & 4
Section 10 Forms: WSO Alateen Registration/Group Records Change Form (GR-3) – reprint
Section 10 Forms: WSO How to Fill out Alateen Group Records Change Form – print
Section 10 Forms: WSO Formulaire d’inscription/de mise à jour pour les groupe Alateen (FGR-3) – print
Section 10 Forms: WSO Comment remplir le formulaire d’inscription/de mise a jour pour les groupes Alateen (FGR-3) – print
Section 11C: Alateen Group Registration Area Process-reprint page 1 of
Section 11E: Alateen Safety Guidelines – reprint pages 1 to 3 of 3

January 2013 Revision History – reprint all
Table of Contents – reprint pages 5, 6 & 7 of 7
Section 2 A: reprint pages 2 to 12 of 12
Section 2 B: reprint pages 1 & 2 of 9
Section 2 C : reprint pages 1 of 4
Section 6 A : reprint page 9 of 9
Section 10: Forms – reprint Form E: Expense Claim
Section 10: Forms – print Form J: LDC Speaker Questionnaire

August 2012 Revision History – reprint all
Al-Anon/Alateen Acronyms & Terms – reprint page 1 of 2
Ontario South Contact Information – print page 1 of 1
Table of Contents – reprint pages 1 & 5 of 7
Section 2 A: reprint pages 1 to 12
Section 6A: Current Motion Summary – print page 9 of 9
Section 6B: Past Motion Summary – reprint page 1
Section 10 F: Assembly bid form – reprint pages 1 and 3 of 4

April 2012 Revision History – reprint all
Al-Anon/Alateen Acronyms & Terms – reprint pages 1 & 2 (header date)
Table of Contents – reprint all (date changes)
Section 1: General – reprint page 2 of 3

Section 2A: reprint page 7 to 11 of 11
Section 2B: reprint pages 7 to 9 of 9
Section 4: AWSC – reprint pages 1 & 5 of 5
Section 6A: Current Motion Summary – reprint page 8 of 8
Section 9A: Literature Distribution Centre (LDC) – General – reprint all
Section 9B: Literature Distribution Centre (LDC) – Charter – reprint all
Section 9C: Literature Distribution Centre (LDC) – By-Laws – reprint all
Section 10: Forms & Miscellaneous Topics – Topics - reprint pages 3 & 4
Section 11E: Alateen Safety Guidelines for Conferences-reprint pg. 1 of 4

January 2012 Revision History – reprint all
History – reprint page 2 of 2
Section 2: A Reprint and replace all
Section 4: Reprint page 5 of 5
Section 5A: Reprint pages 5 and 6
Section 8: Finances General – reprint and replace pages 1 and 2
Section 10: Form “C” SAM screening – reprint page 1 of 1
Section 10: Form “E” Expense Claim – Note daily expense guidelines
Section 11: B Supportive Al-Anon Member Certification/Re-certification Process – reprint all and replace

December 2011 Revision History – reprint all
Table of Contents – reprint pages 6 & 7
Section 10: Form “C” SAM screening app & cert-reprint page one
New
Section 11G: Ontario South Alateen Advisory Committee – Charter
Section 11H: Ontario South Alateen Advisory Committee - Finances

September 2011 Revision History – reprint 1 of 1
Section 6A: Current Motion Summary – reprint all

August 2011 Revision History – reprint all
Section 2A: Executive – reprint all
Section 2D: Trustee Resume – reprint page 1 of 1
Section 4: AWSC – reprint all
Section 5A: Assembly – reprint all
Section 6A: Current Motion Summary – reprint all
Section 8: Finances General (Draft) – reprint page 2 of 2
Section 10: Form “A” Information & Permission – print and replace

	Section 10: Form “B” Medical – print and replace Section 10: Form “E” Expense report – print and replace Section 10: Form “F” Assembly bid – reprint page 3 and 4 Section 10: Form “I” Member Resume – reprint pages 1 and 2
March 2011	Revision History – reprint pages one through five Table of Contents – reprint pages three and four Section 2B – reprint pages six and seven Section 7 – replace entire Trillium section with Section 7:A and 7:B Section 10 Form E – print and replace (change in value of mileage claim)
Feb 2011	Revision History – reprint pages one through five Acronyms & Terms – reprint pages one through two Table on Contents – reprint page four and five of seven Section 2B:Coordinators – reprint pages one through nine Section 2D:Resume – reprint page one of one Section 9: Literature Distribution Center-reprint pages one through seven Section 10:Forms “F” reprint page one of four Section 10:Forms “I” reprint page one through two
Nov 2010	Revision History – reprint page one through five Acronyms & Terms – reprint page one and two Section 6A: Current Motion Summary – update for 2010 print 7 of 7 Section 10: Forms – “D” Donation Form – reprint with new address Section 10: Forms – “G” – remove AWSC Cost Comparison Chart Section 10: Forms – “I” – reprint page 1 of 2
May 2010	Revision History – reprint page one through four Section 6A: Current Motion Summary – reprint and replace pages 5,6,7 Section 10G: AWSC Bid Forms – ensure they are removed from binders per e-mail dated February 09, 2009 Section 11F: Alateen Advisory Committee – reprint and replace page 1
April 2010	Revision History reprint page one Table of Contents - reprint pages 5 and 6 Change of Section 10 Form F - reprint page 4 of 4 Change of Section 10 Form I - reprint page 1 and 2 Change of Section 11 D - reprint page 3 of 3 Change of Section 6A: Current Motions - reprint page 4, 5 and 6

Change to Section 5A: Assembly & Host Committee reprint page 3 and 6
Change to Section 4, reprint page 1 and 4

- Sep 2009 Revision History – September 2009 update (4 pages)
- Changes of revision date and to headings on Form 10F Assembly Bid Form Section 10
 - Change of revision date on Form 12A Groups and Districts, Section 12
 - Revisions of 12B Area Records Items 1, 6, 8, 9, 12
 - Revision of 2B Coordinators Section 2, page 9 of 9
 - History of Ontario South – Delegate information updated
 - Table of Contents (page 6 & 7)
- June 2009 Revision History – June 2009
- Addition of Section 12 – Records and Information Management
 - Table of Contents updated to show addition of Section 12
- Mar 2009 Section 10 Form C SAM screening and certification
- Apply re-certification box
 - Insert date of birth
- Oct 2008 Revision History – October 2008 update
- Table of Contents updated to show changes listed below
- History of Ontario South, error for 1991 Delegate corrected
- Section 2B: Service Positions and Responsibilities – Coordinators
5. Common Responsibilities, in point 10 added ‘your copy of this Area Policies & Guidelines Manual, any...’; point 12 deleted, already stated under point 2 and 10.
 6. Open Lines Editor, removed the term AUEC; changed ‘making sure they meet the deadline’ to ‘making sure they know the printing deadline date’
 13. AAPP Revised and expanded.
- Section 5A: Assembly and Host Committee Guidelines, Assembly
12. Revised to reflect changes to Assembly process due to motion for mandatory résumés Assembly 2007 and clarify process.

21. Election of Ontario South Executive added.

Section 10: Forms and Miscellaneous

quoting

1. Updated to show how to find topics in Service Manual instead of page numbers.
3. Email etiquette, point 4, (using forward function in email) added 'Delete all email addresses that show in the body of the email.'

Section 11A: Alateen – General

1. Added 'See Frequently Asked Questions, page 3 for clarification. Some cosmetic revisions

Section 11B: Alateen – Supportive Al-Anon Member (SAM) Area Certification Process and Re-Certification Process

1. General: Added comments to clarify the difference between a Sponsor and a SAM; added paragraph 'Some police forces...'
2. The Supportive Al-Anon Member (SAM) Certification Process: point 3, 'vulnerable persons' deleted. Now reads 'Obtains a PRC that meets the requirements as set out in 3. Application Documents, point 4.
4. Re-certification Process, expanded for clarification.
5. Re-certification documents, added for clarification.
6. Time Frame for Registration and Re-certification, given topic title.

Dates

information

changed to give current examples. Last paragraph edited as relating to 2007 recertification process is no longer relevant

Section 11C: Group Registration – Area Process

1. Added 'through the DR'
2. Group Registration Process - The Area Alateen Process Person (AAPP) now reads: 1. Submits the Alateen Registration/Group Records Change Form to WSO. (The wrong form was noted)
3. Verification of Alateen Group Information, added for information.
4. Changes to Alateen Group Information, added for information.

May 2008

Revision History – May 2008 update

History of Ontario South

- Opening of LDC date
- Open Lines information expanded
- Delegate information updated to match with WSO records

Al-Anon/Alateen Acronyms and Terms

- AA changed to A.A.
- AAPP corrected to Area Alateen Process Person
- Area Manual added
- PO added
- WSO Service Manual changed to Service Manual

Table of Contents

- Ask-It-Basket edited to have hyphens
- Other changes appear on this list
-

Section 2A Service Positions and Responsibilities – Executive Members

- Where shown in all positions, WSO Service Manual references changed to read Service Manual and give the relevant term to search for in the index
 1. Eligibility Criteria for All Executive positions: 2. Updated according to Assembly 2007 motion
 7. Chairperson: 4 added re letter for SAM applicants.
- Where found, ‘mailing package’ changed to ‘information package’ and
- ‘mailing’ changed to ‘distribution’ to allow for other methods of
- distributing information. Currently where possible information being sent by email.
- Where reference is made to motions, it has been expanded to include items for discussion.

Section 2B

2. Eligibility Criteria: 1. WSO Service Manual reference changed to Read Service Manual and give the relevant term to search for in the index.
12. Website Coordinator 2., 3., 6., and 9. Responsibilities updated.

the

Section 2D Updated due to changes in process from WSO.

	<p>Section 5A</p> <p>13. Introduction of Motions changed to Introduction of Motions</p>
and	<p>Items for Discussion to include the item for discussion process.</p> <p>15. Sentence added re incoming GRs vote at election assembly.</p>
	<p>Section 6A Current Motion Summary</p> <p>Previous version split for ease of accessing information.</p>
	<p>Section 6B Past Motion Summary</p> <p>Previous version split for ease of accessing information.</p>
	<p>Section 8 Finances General – Draft Document</p>
	<p>Section 10 Form I – Executive Résumé form has been revised and renamed Member Profile and Résumé.</p>
	<p>Section 11A</p> <p>5. Additional Safety Guidelines background explanation added.</p> <p>Frequently Asked Questions expanded</p> <p>7. Resources added</p>
	<p>Section 11D</p> <p>Topic 4. Other suggestions, 8. Added</p> <p>Topic 5. Creation of the Guidelines added</p>
	<p>Section 11E</p> <p>1. Background - expanded</p> <p>3. At the Conference/Assembly Many points amended as passed by vote at Sponsor Workshop held in April 2008</p> <p>4. point 1. Last sentence deleted and point 3. Added, as passed by</p>
vote	<p>at Sponsor Workshop held in April 2008</p>
May 2007 any	<p>Many edits and format changes throughout the following sections. Some additional information added to expand or clarify points but did not make significant changes to the information.</p>

Table of Contents
Sections 1 through 5 inclusive
Section 9

Completely Revised
Section 10: Forms and Miscellaneous

Formatting changes and expanded information for clarification, added to:

Section 11A: Alateen General
Section 11B: Supportive Al-Anon Member (SAM) Area Certification
and Re-Certification Process
Section 11C: Group Registration, Area Process

New Alateen Sections added in DRAFT format to allow members to review
and submit comments to Area Alateen Coordinator. These draft guidelines
will be presented to AWSC in 2008 for discussion.

Section 11D: Additional Safety Guidelines
Section 11E: Safety Guidelines for Conferences.

New
Section 11F: Alateen Advisory Committee

May 2006 5 Table of Contents
Section 11 A – Alateen General
Section 11 B – Alateen SAM Certification
Section 11 C – Alateen Group Registration
Section 2B Coordinator (page 1 only)
Section 6 – Motion Summary

April 2006 1 Cover page
2 How to use
3 History
4 Acronyms & terms
Section 6 – Motion Summary
Section 9 – LDC Charter

December 2006 Section 5B – Assembly Host Guidelines

October 2005 Initial distribution



Arrangement of Manual

This manual is divided into:

- Sections
- Topics related to the section

Dividers have been placed at the beginning of each Section.

Numbering System

The Sections are numbered sequentially.
The Topics are numbered sequentially within each Section.

Table of Contents

The table of contents lists all topics and gives the Section and Topic number for everything in the manual.

To locate a topic

Look on the Table of Contents. Find your Topic; note the Section and topic number. Turn to that section and find your topic.

NOTE:

Many subjects appear in more than one Section, refer to all related Sections and Topics.



Historical information submitted from Ontario South Archivist

First meeting was in Toronto in 1943, as an offshoot of A.A. when the wives got together and called themselves A.A. Wives Group. They met every two weeks in one of their homes and had six members at the first meeting.

- May 1944 Ontario Al-Anon was born. Co-founder was Pearl with Anne S. This meeting was held at Pearl's home.
- May 1947 Second group (Toronto North) was formed.
- March 1948 Lois and Bill W. attend in Toronto and speak to both A.A. and Al-Anon. Lois addressed the Wives Groups present. There were 200 wives at that meeting. As a result many more groups were founded.

- April 1961 First Ontario Assembly held in Burlington was attended by 17 groups and the first Delegate for Ontario was elected. (Ede D.)
At this time Ontario had 57 groups. 9 of them were in the north.
- April 1968 Ontario publishes its first Newsletter (named Open Lines in 1977).
Jean A. and Wynne McC. worked and put together first newsletter/bulletin for Ontario South. It went out to groups every 2 months. First bulletin came out April 1968.
- 1969 Ontario represented at WSC.
- October 1969 Ontario South and Ontario North split into separate Areas.
- 1976 Ontario South Central Office was founded and opened November 1976. (Now the LDC – Nov 1997).
- 1992 Ontario South's first Trillium Convention.
- 1999 OSA opens its own Website and integral Group Records Database.

Currently Ontario South covers a large geographic area.

A general description of the boundaries are:

- North Parry Sound
- East Cornwall, Quebec Border, St. Lawrence River, some English speaking meetings in Quebec
- South Niagara Falls, US border, Lakes Ontario and Erie
- West Windsor, US border

There are thirty Districts in Ontario South. Specific boundary descriptions were documented in the 2000 – 2003 term

<u>Year(s)</u>	<u>Delegates</u>	<u>Panel Number</u>
1961-62-63	Edythe D.	Toronto 1
1964-65-66	Wynne McC.	Hamilton 4
1967-68-69	Jean A.	Raeboro 7
1970-71-72	Betty L.	Toronto 10
1973	Betty L.	Toronto 13
1974-75	Helen S.	Stoney Creek 13
1976-77-78	Willie H.	Scarboro/Agincourt 16
1979-80-81	Mary C.	Huron Park 19
1982-83-84	Bette S.	Mitchell 22
1985-86-87	Dorothy I.	London 25
1988-89-90	Margaret M.	Agincourt/Scarboro 28
1991-93	Jerry S.	Nepean 31
1994-95-96	Lucy J.	Bracebridge 34
1997-98-99	Ruth H.	St. Catharines 37
2000-01-02	Ann K.	Niagara Falls 40
2003-04-05	Gail C.	Stittsville 43
2006-07-08	Joan P.	Windsor 46
2009-10-11	Claire D.	Niagara Falls 49
2012-13-14	Jane H.	Whitby 52
2015-16-17	Debbie P.	London 55
2018-19-20	Sue G.	London 58
2021-22-23	Gwen D.	London 61



A.A.	Alcoholics Anonymous
ADR	Alternate District Representative
AFG	Al-Anon Family Groups
AGR	Alternate Group Representative
AIS	Al-Anon Information Service
AAPP	Area Alateen Process Person
AMIAS	Al-Anon Members Involved in Alateen Service
AWSC	Area World Service Conference – Annual meeting of: OSA Executive, DR’s, Coordinators, AIS Chairpersons, Literature Office Committee (LOC) Members, LDC Office Manager, Ontario South Alateen Advisory Committee (OSAAC) Chairperson, and Trillium Chairperson.
CAL	Conference Approved Literature
CMA	Current Mailing Address
DR	District Representative
GR	Group Representative
ID#	Number assigned to every group when it registers with WSO Example: Area # 086 District # (1-32) Group ID# (8 digit number)
LDC	Literature Distribution Centre
LOC	Literature Office Committee
OSA	Ontario South Assembly (Area 86)
OSAAC	Ontario South Alateen Advisory Committee
PRC	Police Records Check
REP	Representative
WSC	World Service Conference
WSO	World Service Office – Virginia Beach, Virginia

Commonly used terms

AREA MANUAL	Ontario South Assembly Policy & Procedures Manual (this manual)
ASSEMBLY	Annual meeting of Al-Anon/Alateen members from groups in Ontario South including: Executive; Advisors; Coordinators; AIS Chairpersons, Ontario South Alateen Advisory Committee Chair, Trillium Chairperson; Literature Office Committee; Literature Office Manager; DR's; ADR's; GR's; AGR's and any Al-Anon/Alateen member that chooses to attend.
ELECTION YEAR ASSEMBLY	The year when new Executive members are voted in for a three-year term. (2020 was an election year)
EXECUTIVE	Members of the Area Executive Committee are Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and two Advisors. The term 'Executive' may also refer to the Committee of which they all are a part.
EXECUTIVE HANDOVER MEETING	A meeting of the newly elected Executive members and the past Executive members held in the January after an election assembly.
MAILING PACKAGE	AWSC: Information that is emailed, by the Executive, to members of AWSC prior to the annual AWSC meeting. Assembly: Information that is emailed, by the Executive, to District Representatives for distribution to Group Representatives prior to Assembly.
OPEN LINES	Ontario South Assembly Newsletter.
PO	Public Outreach
POLICIES & GUIDELINES MANUAL	This manual, compiled by and maintained by the OSA Policies & Guidelines Manual Committee for OSA members.

REACHING OUT	Ontario South Alateen Unity Executive Committee Newsletter.(Note: Feb.11 Reaching Out not available. Refer to Area Website, Co-ordinator's Corner, OSAAC)
REGISTRATION PACKAGE	Information given to attendees at AWSC and Assembly at time of registration.
SERVICE MANUAL	Al-Anon/Alateen Service Manual published by the WSO.
TRILLIUM	Ontario South Assembly Al-Anon/Alateen Family Groups Annual Convention.
UNITY	OSAAC Annual Alateen/Al-Anon Conference



1. Introduction:

Tradition 5 states ‘Each Al-Anon Family Group has but one purpose: to help families of alcoholics.’

These policies and guidelines have been compiled from:

- Information on decisions made by the groups, that were discussed and agreed to, by vote, at past Assemblies, AWSC and Executive meetings,
- The shared experience of members, who have held service positions over the years, and who have taken the time to document useful information about tasks and suggested practices.

These documented policies and guidelines, and the actions based on them, should follow the principles of the Twelve Traditions, Twelve Concepts, General Warranties, and where specific policies or procedures appear in the WSO Service Manual.

Throughout this manual, the meaning of words and phrases specific to Al-Anon/Alateen shall be taken from the most recent edition of the WSO Service Manual.

Other terms may be used for ease of reading. A list of acronyms and commonly used terms can be found at the front of this manual.

If there is a conflict between these procedures and the WSO Service Manual, the OSA approved policies and guidelines documented in this manual will take precedence.

2. Purpose of the Manual:

1. To make valuable information accessible for every Al-Anon/Alateen member involved in service work at the various levels in Ontario South.
2. To provide for the continuing successful operation of all groups in Ontario South by participation at all levels.
3. To supplement the WSO Service Manual in those matters where Area autonomy is suggested.
4. To record the motions passed by GRs at Assembly that affect policies and guidelines.
5. To document standard policies, guidelines and responsibilities of the members of OSA Executive, Coordinators and Committee Chairpersons.

3. Distribution of the Manual:

A printed copy of the Ontario South Assembly (Area 86) Policies & Guidelines, should be held by the following members of OSA:

- Delegate

- Alternate Delegate
- Chairperson
- Secretary
- Treasurer
- Two Advisors
- Co-ordinators
- Trillium Chairperson
- Ontario South Alateen Advisory Committee Chairperson
- Past Delegate (LOC Chairperson)
- Thirty District Representatives

The DR is responsible to make the manual available to the GRs in their district.

Each recipient of the manual **MUST** hand over their copy of the manual to their successor.

4. Revisions to the Manual:

Minor revisions to improve understanding and coherence (spelling, sentence structure, punctuation, grammar, organization, table of contents) may be made by the Alternate Delegate or Executive member.

Other revisions may be required due to decisions made by the Executive, at AWSC or Assembly. Revisions will be compiled and organized by the Alternate Delegate or Executive member.

The Alternate Delegate or Executive member will update the documents and maintain the electronic versions of the master copy. Current practice is for the Alternate Delegate or Executive member to forward the revisions to the Website Coordinator.

Revised PDF versions will be posted to the OSA web site by the Web Site Co-ordinator within a reasonable time frame after revisions are completed.

Revisions will be announced when they are made by the Alternate Delegate or Executive member. Members listed above as recipients will be responsible for updating their copy of the manual.

5. Maintenance of the Manual:

Maintenance of this manual is an administrative task and will be the responsibility of the Policies & Guidelines Manual Committee. This committee has as its members: Alternate Delegate or Executive member, who makes the revisions, the Area Secretary who updates the motions from Assembly and AWSC and the Website Coordinator who posts the revision on the website. The manual will be reviewed periodically as determined by the Executive.

6. Overview of Ontario South Meetings:

Assembly is held annually, in late October or early November.

AWSC meeting is held annually, in late May or early June

Executive meetings are held as required to allow the Executive to deal with the business of the Area and to plan for the AWSC meeting and Assembly.

Literature Office Committee meetings are held at the AWSC meeting and Assembly but a meeting may be called as required by the Committee.

See the specific sections on each of these meetings for more details

7. District Boundaries Background Information:

Service Manual, District – Definition

“The district is a geographical segment containing a number of groups, located relatively close to one another.”

“Convenient segments into which an Area is divided by the Area World Service Committee, with the approval of the Assembly”

Service Manual, District – Division of

“The Chairman 1. - Points out on the area map the division of the Area into districts. If questions arise about the division or number of districts, the chairman asks for discussion and a vote on changes of district boundaries. An advantage of dividing into smaller districts is that they can be covered more conveniently by the DRs.”

Service Manual, AWSC – Duties of

“When advisable, the area world service committee suggests subdivisions of existing districts to be approved at the area assembly.”

Summary of Information from past AWSC discussions

No written procedure in Service Manual. Group wanting to change districts initiates the action. GR takes a group conscience from their group agreeing to the change. Go to their DR, who gets the district's group conscience. If all in agreement DR goes to the neighbouring DR to inform him/her of the decision to change. This DR then gets a group conscience from the district. If all agree an effective date is chosen for the change and OSA Chairperson is informed.

8. OSA Proposed Guideline for Groups wanting to change Districts:

This guideline was developed in May 2002, but has never been presented for discussion, it is included here as a suggestion.

A group that decides to change districts will affect District Boundaries. Such a decision should be made only after careful consideration.

Consider

- Why is the request being made?
- How does it affect District Boundaries?
- How does it affect the Districts involved?

Process to follow:

- The group wanting to change districts because of geographical location initiates the action.
- Discuss at the group and take a group conscience from their members 'Do they want to change districts?' If supported proceed.
- GR will go to the DR with the request to change districts. DR takes a district group conscience regarding the change. If supported proceed.
- The DR informs the neighbouring DR to inform him/her of the group's desire to change districts.
- The neighbouring DR informs the neighbouring district of the group's desire to join the district. The DR takes a district group conscience regarding the group's desire to join the district. If supported proceed.
- The DR initiating the change will advise the OSA Executive and allow time for the executive to discuss at the next Executive meeting.
- If all are in agreement, an effective date is chosen for the change.
- Group record forms should be completed to inform the LDC and WSO.

9. Registration Process for an Al-Anon Group**Starting a New Al-Anon Group in Ontario South**

1. Our Area Guidelines ask that when you are beginning a new group that you register your group with Ontario South. The Group Records Co-ordinator will send this registration to the World Service Office on your behalf.
2. Complete the Group Change/Registration Form. This form can be done electronically or by regular post.
3. To send the change form electronically, go to the OntarioSouth website- <http://alanon.alateen.on.ca/> -click on Al-Anon Registration/Group Change Form – complete form- send. PLEASE NOTE: For new registrations complete the WSO ID number by using ****

4. A hard copy of the form can also be found on-line in Section 10 of the Area Policy and guidelines Manual. The address for the Group Records Co-ordinator can be found on the back of Open Lines.
5. The World Service Office will send the group ID number to the Group Records Co-ordinator who will in turn forward it to the new group along with the names, addresses, and phone numbers to the current Delegate, District representative, and the Area Treasurer.
6. The email address for the Group Records Co-ordinator is grprec@hotmail.com

10. Email Etiquette:

With the ever increasing use of email as a means of communication within Ontario South, and an awareness that email addresses should be used responsibly, the following “Email Etiquette” is recommended to ensure members’ privacy, and effective use of this method of communicating.

1. AWSC members, who wish to send an email to all other AWSC members, can address the email to yourself and blind copy other recipients. This means that email addresses are not visible to recipients.
2. Start your email with a list of the members you have sent the email to, by service position name, by typing in the first line of the email.
Example: Sent to Executive, Coordinators and DRs.
This will also avoid duplication of email messages.
3. Minimize mass email messaging.
4. Be careful if you choose to use the ‘forward’ function. Delete all the email addresses that show in the body of the email. Consider, does the full email message need to be forwarded? Is there anything personal in it that would be inappropriate to forward? Did you read it all the way to the bottom?
5. Obtain permission from fellow AWSC members before sending them non-program related emails. The AWSC members contact list is provided to you in order to facilitate the sharing of Al-Anon business-related information in Ontario South.
6. Obtain permission from fellow AWSC members before providing their email address to anyone, even a member you know very well. For example, if someone is trying to contact them to speak or another service opportunity.

7. Entering 'AFG' in the subject line may be helpful if a work email address is being used, this allows the person to identify Al-Anon related email, and wait to open it on personal time, and not interfere with work.
8. The Area Secretary is willing to forward emails to AWSC members. If you choose this option, send the email directly to her and explain what you would like her to do with the message. Please do not abuse this service.



Service in Al-Anon is an important aspect of everyone's recovery, though this is not always recognized. Service is: showing up at meetings; setting up chairs; making coffee; chairing a meeting; sharing; listening; speaking; representing a group, district, or area. All are service actions. Without each of these services, Al-Anon could not exist. Not everyone is suited to every position, but the duties of every position must be carried out. Some service positions require more recovery than others, and some recovery requires more service than others. Let your Higher Power be your guide.

On the following pages are descriptions of the various service positions available in Ontario South. For the most part those who have served in these positions have originally prepared these guidelines. They have been compiled primarily as guidelines for you to determine how best you can serve in Ontario South, and what each position entails, if it should so interest you. Although the nature of some of the positions requires particular skills in certain fields, the most crucial qualification is the **willingness** to serve.

The WSO Service Manual states that 'Al-Anon will only be what we make of it.' Many of us members acknowledge that we are here for life and we are grateful for what we have received from Al-Anon. Therefore we must also recognize that we have a responsibility to serve Al-Anon in whatever capacity we can, when it is our own time to do so.

The term 'work' is used sparingly in these descriptions. The words and sentences used cannot convey the joy, fellowship and growth that are possible in the service of Al-Anon. No one can guarantee that your service experience will be without its challenges, but you will no doubt have the opportunity for personal growth.

Also refer to the WSO Service Manual – Part 5 – Concept Nine.



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).

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 compile 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. When possible, minutes

will be sent by email. If a member that is to receive minutes does not have email or an email buddy, minutes will be sent by regular mail.

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.

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.



1. General:

Currently the following Coordinator positions exist within the OSA: Alateen, Area Alateen Process Person, Archives, Forum, Group Records, Literature, Open Lines, Public Outreach and Website.

New Positions: If the need arises for a new Coordinator position, or there is no longer a need for an existing Coordinator position, that action shall be initiated by the Executive and approved by the majority vote at Assembly.

Guidance: Past Coordinators and the outgoing Coordinator are good resources. The Alternate Delegate is the link between the Coordinators and the Executive, and is responsible for addressing, on your behalf, any concerns received by Coordinators from within the Ontario South fellowship.

WSO Guidelines for most Coordinator positions are available on the WSO web site. <http://www.al-anon.org/members/index.html>. As noted on screen, enter your group name or part of a group name and 'afg' to access the site. Click on Group Services then Guidelines.

All Ontario South Coordinators are required to have access to a computer, internet and printer to fulfill their responsibilities. Ontario South currently provides the Group Records Coordinator with a computer, printer and software needed for their role, which is to be passed on to their successor.

2. Eligibility Criteria:

1. Regular attendance at Al-Anon meetings.
2. Each Coordinator is selected by the Delegate from the applicants who have submitted letters of interest in the position(s). Note: The Alateen Coordinator must have served as an Alateen Sponsor, be a Al-Anon Member Involved in Alateen Service (AMIAS).
3. Al-Anon/Alateen members who are also members of A.A. may not serve as a Coordinator.

3. Time Lines for Coordinators:

Coordinators terms follow the Executive terms of three years, commencing on January 1st following an election Assembly. (2008 was an election year)

4. Filling Vacancies:

If for any reason a Coordinator cannot complete their term, the Delegate, in consultation with the Executive, will select a replacement from interested members.

5. Common Responsibilities of all Coordinators:

1. Become familiar with both the WSO Service Manual and this Policies & Guidelines Manual.
2. Keep your copy of the Area Policies & Guidelines Manual current by inserting revisions and removing old versions.
3. Attend AWSC and Assembly.
4. Prepare submissions to each edition of Open Lines.
5. Prepare and present brief reports at AWSC and Assembly.
6. Prepare a workshop for AWSC or Assembly if requested.
7. Work with other Area Coordinators to strengthen groups in Ontario South.
8. Keep in contact with the Alternate Delegate and report any problems and/or items of interest as it relates to the Coordinator position.
9. Attend, if required, a part of the Executive Handover meeting, where the Coordinator will meet with the incoming\outgoing Coordinator to exchange files and review responsibilities. (Expenses covered by OSA)
10. 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.
11. Always act in the best interest of Al-Anon in Ontario South.
12. Stay current with AFG Connects and participate in any WSO Conference calls as notified.
13. Reports sent to Alternate Delegate prior to each Executive Meeting.
14. Update Coordinator's Corner on Ontario South Website when needed.

6.

Open Lines Editor:

1. Read WSO Guideline G-21 Guidelines for Newsletter Editors and the Common Responsibilities of Coordinators in this Section.
2. Keep a supply of expense forms and a copy of your reports in the binder for future Editors. Currently using excel spreadsheet. Will be added to the disc at handover meeting as well as all the programs and back issues.
3. When giving reports at AWSC and Assembly it is an ideal opportunity to motivate members to submit service sharings and encourage personal subscriptions.
4. Maintain the Open Lines Display Board. It is intended to create awareness, provide information and attract subscribers. An ample supply of “Submission Guidelines” and “Subscription Forms” should be available with the display. Sample copies of past newsletters should be kept and marked as such for display.
5. The display board should be made available to set up at events. Funds may be made available from OSA if a committee wishes to invite you to attend their event but cannot afford to pay your expenses. Contact the Treasurer first if you receive such a request.
6. Create and/or update the Submission Guidelines and make them available for the display. They should contain the submission deadlines for each publication and your contact information.
7. Maintain an ample supply of Subscription Forms for the Display Board. Create and/or update existing forms.
8. Exchange our newsletter with area newsletter editors from all over North America. This allows you to check out what other areas are reporting and how. Receive address changes and update the Newsletter Exchange List. Send your change of address to the people on the Exchange List, which can be included with the first newsletter you mail out to save postage. Be sure that the notice grabs their attention! The return address for the Exchange List is your address not the Group Records Coordinator. Publish, at your discretion, material from other newsletters, provided that you name the publication, and include the date and author. Most of this is now done by email to save postage.
9. Establish a production schedule: publication dates are three times yearly
Submission deadlines are set by the Editor, allowing ample time to produce, print, stuff envelopes, apply stamps and address labels, and mail the newsletter.

These deadlines must be communicated to the Executive, Coordinators and Ontario South fellowship.

You now need to receive a copy of the groups' information from the Group Records Coordinator. This will need to be converted to a csv file and labels created for those with no email address.

10. Contact the local copying and print shops in your area for quotations. It is best to get three quotes. It is also good to have them quote on a three-year contract. Take a sample of the newsletter with you and discuss possible changes with the estimator. You will need to have a good idea of the quantities as well. Be sure to ask how much the cost will be with and without folding. Remember that postage is based on weight, have the printer estimate on a lightweight paper with fair to good opacity.
Once the issue is finished it must be converted to a pdf file to be sent out to the members. PDF ensures that the issue cannot be manipulated and that it can be received and read by all since PDF is a universally accepted format and the reader can be downloaded easily and for free.
11. Each issue of Open Lines is treated as a separate project. Expenses as a Coordinator should be kept separate from newsletter expenses. The Open Line editor, working with the Area Treasurer, may request an advance or may submit an expense claim form. Expenses need to be finalized, with the Area Treasurer, after each edition and prior to December 31 of each year.
12. You may need/want the assistance of other members. You can set up your team as you see fit. You may wish to find someone for: gathering coming events, or tid-bits of service related news; gathering or creating graphics; producing a special column or cartoon; translating stories into French or Spanish; folding, stuffing, sticking and stamping.
With the electronic distribution this is a non-issue it is not much to fold and stuff less than 50 copies.
13. Website: You will need to work closely with the Website Coordinator to share current information and maintain a consistent list of Coming Events. Also, because the Open Lines publication is uploaded to the web for easy access, you must always keep in mind the importance of anonymity with regard to names, address's and phone numbers. The last page does not get uploaded, and personal contact information should be restricted to that page.
Convert the issue into a PDF file before sending to the Website Coordinator. You can easily remove the last page and then send it as a separate pdf file.
14. Open Lines is meant for service related news in Ontario South. Personal sharings of recovery should be sent to the Forum. (June 3, 1978 Motion)

15. Fill out a 'Request for Reprint Form' and send it to WSO in duplicate if you want to reprint excerpts from Conference Approved Literature well in advance of the publication date.
16. Every effort should be made to meet the deadline for mailing set out by the Executive Committee. Don't wait for late submissions. By holding back because of Reaching Out or Trillium, you let the whole Ontario South fellowship down and enable those with late submissions to think it is all right to be late.
17. Each Editor may use different computer platforms and software to generate the newsletter, however it is best for each to develop some consistency with the layout and type for reasons of readability.
Currently the OSA has purchased Microsoft Desktop Publisher and a PDF converter that works really well.
18. Proof read final newsletter for spelling, dates and figures. Make sure all abbreviations are consistent with WSO and OSA use. Have another member proof read it also; a good tip is to read each sentence backwards.
19. Prior to including any announcements review the content to ensure that it is in compliance with Al-Anon Guidelines.
20. Print each newsletter on disk for transfer to the printer or print high quality master copies for reproduction and take to the printer.
Printers prefer you to send a copy printed with a laser printer for clarity or a pdf file for printing.
21. Quantities: If you are printing the newsletters, it is just as easy to order and mail the same number of Open Lines and Reaching Out. If you are photocopying them, you may wish to order less of Reaching Out, as the Trustees, Delegate, and Personal Subscribers do not necessarily need to receive it. Calculate the total number of copies required from the number of labels provided by the Group Records Coordinator – Executive, Coordinator, Trustees, DR's, past Delegates, groups, personal subscriptions plus Exchange List labels generated by you, two copies for your files, one copy for the Display Board, five extra copies for the Delegate if she requests them, five copies for the Group Records Coordinator to distribute to newly registered groups, and five extra copies 'just in case.'
(Anyone receiving Alateen things needs to be a SAM)
22. Archiving: It is the responsibility of the Open Lines Editor to archive, maintain and store one copy of each published edition and make available to the membership when asked.
Currently each edition of Open Lines is being maintained in Area Archives.

23. Reaching Out is created and sent to you by the Reaching Out Editor. This is a one-year term, which changes each Unity Conference. It is your responsibility to make the Editor of Reaching Out understand how the newsletter may be set up for printing and copying. You are also responsible for making sure they know the printing deadline dates, and if they cannot meet it, run Open Lines without Reaching Out. **(NOTE: As of February 2011, Reaching Out editor not available at this time. Please refer members to Area web site, Co-ordinator's Corner, Ontario South Alateen Advisory Committee.)**
24. You can create a new renewal form or photocopy the existing one. Only personal subscribers receive renewal forms. When you receive the labels from the Group Records Coordinator, check the expiry date on the Personal Subscribers labels. Generally you send a Renewal Form if the subscription is due to expire with the next issue. Highlight the expiry date on the label and include a Renewal Form in the envelope.
Open Lines Coordinator now maintains the personal subscription list which is an excel file. Check for each edition and highlight those who need to renew. Send an email to those who receive electronically that their subscription is about to expire.
25. Currently Open Lines is mailed out in 5 7/8 inches x 9 5/8 inches catalogue envelopes. The cost of envelopes is deducted from the advance you receive from the Treasurer. You will most likely need two boxes of 250 envelopes per issue. Stamp the envelopes with the Group Records Coordinators return address. Address a large Photo mailer type envelope with the Group Records Coordinator's address and one for the Delegate prior to WSC. Use your return address for these.
(mailings mailed to the other areas and trustee have the Open Lines Coordinator's return address on them all others have Group Records)
26. Postage: Calculate the number of Canadian and US stamps needed for the issue. Have the post office weigh a sample of the envelope with label, Open Lines, Reaching Out and Renewal Form (if there is one) before you purchase the postage. Put together the package for the Group Records Coordinator and the Delegate so that postage can be calculated on them as well. Self-adhesive stamps make the job easier.
(There are currently no US stamps needed as all go via email)

7. Public Outreach Coordinator:

1. Read the following WSO Guidelines: G-9 Al-Anon/Alateen Public Outreach Service – Institutions, G-10 Al-Anon/Alateen Public Outreach Service – Media, G-29 Al-Anon\Alateen Public Outreach Service, G-38 Area Public Outreach Coordinator and the Common Responsibilities of Coordinators in this Section.

2. Be familiar with all existing literature particularly as it applies to public outreach.
3. Receive minutes from district Public Outreach Committees and file them.
4. Read such minutes and if the Committee has done something notable, contact them to let them know it is appreciated.
5. Share any new ideas for public outreach with other districts.
6. At AWSC encourage DR's to get members to start up a Public Outreach Committee if they don't already have one in their district.
7. Receive leads from WSO. Contact the people who have made enquiries about Al-Anon/Alateen and find out what they want. Wherever possible delegate the task to the appropriate district. Consider sending the person some literature, to tide them over until a member in their district contacts them.
8. Receive queries from members with regard to Public Outreach as to what it takes to start a Committee, what is good practice, etc.
9. Receive projects from WSO and mail them out to the DR's or Public Outreach Committees. These may involve finding out which district covers the particular establishment (i.e. treatment centre). Assist DR's and Committee members with these projects as necessary. Answer their queries and refer to WSO if necessary.
10. Encourage members to do Public Outreach on their own, if they don't want to be a member of a Committee, or if there isn't one.
11. Attend Public Outreach meetings in your own district, and participate in projects, to continue to have hands on experience.
12. Consult Area speaker list to identify speakers to go out and give presentations when asked to do so, or go yourself. Note speaker list is maintained by LDC.
13. Complete expense forms and keep a close eye on the costs incurred. Be thrifty at all times.
14. Organize any projects as requested by WSO or OSA.
15. Have a small supply of literature to send out.

8. Alateen Coordinator:

1. Must be currently certified in Al-Anon Member Involved in Alateen Service (AMIAS)
2. Read the sections of the WSO Service Manual related to Alateen and P29 A Guide to Sponsors of Alateen. Read the following WSO Guidelines: G-5 Alateen Meetings in Schools, G-7 Al-Anon/Alateen Participation in an A.A. Area Convention, G-16 Alateen Conferences, G-20 Al-Anon/Alateen Area Conventions, G-24 Area Alateen Coordinator, G-35 Al-Anon Guidelines for Adults Involved with Alateen Service, and the Common Responsibilities of Coordinators in this Section.
3. Facilitate ongoing communication between the AWSC and the OSAAC Chairperson. As well as ongoing general support to the OSAAC Chairperson individually.
4. Act as the link between WSO and the members in Ontario South in matters related to Alateen.
5. Receive information from WSO pertinent to Alateen in Ontario South for distribution to AWSC members and members involved in Alateen service.
6. Respond to questions related to Alateen from Al-Anon and Alateen members in Ontario South.
7. Assist Districts to coordinate information sharing workshops, which focus on Alateen for members involved, and interested, in Alateen service.
8. Keep in touch with Alateen Sponsors and Alateen groups in Ontario South and keeps the Area Executive informed on Alateen activity in the area. Similarly, the Executive can contact Alateen groups through the Coordinator.
9. Receive information for the Alateen meetings in Ontario South and the Alateen Sponsors serving the groups.
10. Help to promote, **within the fellowship**, support for Alateen in Ontario South.

9. Group Records Coordinator:

1. Read Guideline G-36 Group Records Coordinator and the Common Responsibilities of Coordinators in this Section.
2. Serve as the primary contact between the groups and the WSO in matters relating to group records.

3. Make changes to the WSO and OSA databases as received from the groups in Ontario South and/or the WSO via the group records change forms.
4. Submit new registrations to the WSO for review.
5. Distribute group information to DR's at AWSC and Assembly for verification and updating.
6. Assign groups to the correct district, send welcome letters to new groups and let them know the names, addresses and phone numbers of the current Delegate, District Representative and Area Treasurer.
7. Make reports about record keeping at special service workshops.
8. Encourage members and groups to use their WSO identification number.
9. Inform groups in Ontario South that mail from the WSO goes to the current mailing address (CMA) and not to the Group Representative unless the GR is the CMA.
10. Provide group and trusted servant lists to the Delegate prior to World Service Conference (WSC.)
11. Provide numbers of groups per district to the Area Treasurer prior to AWSC.
12. Communicate with all Al-Anon Information Services within Ontario South.
13. Update subscriber information on the database when received from the Open Lines Coordinator. Provide labels to the Open Lines Coordinator for each edition.

10. Archives Coordinator:

1. Read WSO Guideline G-30 Area Archives and the Common Responsibilities of Coordinators in this Section.
2. Store, maintain, update, and make available to the membership: files, papers, artefacts, memorabilia, and other such items deemed important to include in the Area Archives.
3. Store and maintain one copy of each published edition of Open Lines.
4. Inform the Ontario South fellowship of the Archives' need for materials and seek out such materials that will augment the collection.

5. Encourage members to donate materials to the Archives including group's histories and memories of long-term members.
6. Access to a scanner would be beneficial.

11. Literature Coordinator:

1. Read WSO Guideline G-6 Area Literature Coordinator and the Common Responsibilities of Coordinators in this Section.
2. Serve as a member of the (LOC) Literature Office Committee.
3. Receive and store the literature display.
4. Be familiar with all existing literature and be prepared to recommend certain leaflets etc. to be used for specific purposes i.e. public outreach.
5. Order and maintain a supply of literature from the LDC, including a wide variety of Al-Anon/Alateen literature for display purposes, to groups and individuals within Ontario South, and at AWSC, Assembly, other meetings, and workshops when asked to attend.
6. Receive advance notice of new or revised publications from WSO and keep Ontario South groups informed of these additions and changes.
7. Be available to districts, groups, and/or members for questions, workshops, etc.

12. Website Coordinator:

1. Read WSO website Guidelines for Public Outreach <http://al-anon.org/members/pdf/guidelines/G40.pdf> WSO Internet Guidelines <http://al-anon.org/members/guide-to-copyright-and-trademarks-for-writers-newsletters-and-web-coordinators>, the WSO FAQ (Frequently Asked Questions) for the Al-Anon Websites <http://al-anon.org/pdf/S66.pdf> and Common Responsibilities of Coordinators in this Section.
2. Maintain documentation of processes used to develop and manage the website. Be available to help the incoming Website Coordinator beyond your term, to overcome technical difficulties in the execution of their duties.
3. Maintain the information presented on the website in a timely manner, including, but not limited to information on the following:
 1. Receive and update group meeting information using the database that is maintained by the Group Records Coordinator.

2. Receive from the Area Secretary the minutes of AWSC and Assembly and updates to Area Manual.
3. Al-Anon Days, Al-Anon and Alateen Conferences
4. A.A. Conferences with full Al-Anon participation
5. Anniversaries, Special meetings, etc.
(basically display the information that is provided, if it is not an outside issue).
4. Serve as liaison between OSA and our website 'Host.' (This is the company which physically stores the files which make up our website, and offers them to the public through the Internet.) Inform the Area Treasurer when payment is due for providing this service, or possibly paying this money on OSA's behalf, and then requesting reimbursement after.
5. Present some statistical information, depending upon availability, about who visits our website, how often etc. in reports to the OSA.
6. Liaison with the Trillium's Media person to ensure that the Trillium Convention information is displayed on the website.
7. Upload current issues of Open Lines and Reaching Out.
8. Serve on the committee that maintains this Policy & Guidelines Manual. Post revised sections when received from the Area Secretary, ensuring a current version is available for download from the website.
9. Provided skills exist: Add areas of information, design/redesign the website to better serve the OSA, as directed by the Executive; recommend to the Executive such changes in design; assist, where possible, other Coordinators in overcoming difficulties they may encounter regarding Information Technology. (When asked!)
10. Be available to project motions onto overhead screen during motion portion of Assembly.

13. Area Alateen Process Person (AAPP):

1. Read the Common Responsibilities of Coordinators in this Section.
2. Read all parts of Section 11: Alateen, in this manual.
3. Administer the area registration process for Sponsors Al-Anon Member Involved in Alateen Service (AMIAS) as outlined in Section 11B.
4. Administer the annual re-certification process for Sponsors/ Al-Anon Member Involved in Alateen Service (AMIAS) as outlined in Section 11B to meet the time frame required by WSO.
5. Administer the area registration process for Alateen Groups as outlined in Section 11C.
6. Periodically, WSO sends a form to Alateen groups. This form is used to verify the accuracy of group information held at WSO. Alateen groups are provided with an envelope, addressed to the AAPP. The AAPP then confirms to WSO through the WSO online Alateen Group Records that the group is active with sponsors who have met the area requirements for certification
7. Provide a list of Sponsors/ Al-Anon Member Involved in Alateen Service (AMIAS) who are currently certified using the area process. See Section 11: Alateen. The list will be provided to the person responsible for identifying Sponsors/SAMs for events in Ontario South. This may be the committee chairperson or the member responsible for registration for the event. For example: Trillium Convention and Unity Conference.
8. **NOTE:** The list is to be used **ONLY** for one event. Instructions are to be given to **DESTROY** the list when the event ends. This is to protect the personal information of Sponsors/ Al-Anon Member Involved in Alateen Service (AMIAS).
9. Annually, notify lawyer to destroy Police Record Checks. Police Record Checks are to be kept for as long as the 'certification' is valid and then destroyed
10. Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current

AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

14. Forum

1. Read WSO Guideline G-32 Area Forum Coordinator and Common
2. Responsibilities in this Section.
3. Current practice in Ontario South is for the Alternate Delegate to serve as the Area Forum Coordinator.



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.
2. **Time Line and Term:** The GR is a three-year term, which begins January 1st 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 world wide 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.
3. **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 1st 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)
4. **Qualifications:** DRs are elected from incoming and past GRs. Al-Anon/Alateen members who are also members of AA may not serve as DR. (See WSO Service Manual – Part 4 – Conference Procedures – At the Group Level)
5. 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.
6. The DR calls and usually chairs District meetings for their District.
7. The DR helps the Delegate in every way possible in disseminating WSC information and reports.
8. The DR distributes the information and motions received in the mailing package for AWSC and Assembly to allow GRs to discuss with their group.
9. 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.
10. 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.
11. The DR helps the groups understand and apply the Traditions, which guide us in our fellowship activities.
12. The DR attends AWSC and Assembly and be informed of the issues being presented and discussed at both.

13. 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 it's accuracy, and inform the Group Records Coordinator of those groups in his/her District which have disbanded.
14. DRs, through WSO Group Records website, have access to all their district's group information which includes current certified AMIASSs.

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.



1. General:

Read Service Manual - World Service Office, Board of Trustees and World Service Conference Charter, Board of Trustees: Composition, Jurisdiction, Responsibilities.

The Al-Anon Board of Trustees is similar to the Board of Directors of a corporation. Trustees are selected solely on their qualifications.

There are nine Regional Trustees from each of the nine Regions that comprise the U.S. and Canada.

One person is selected by WSO as the Regional Trustee for Canada Central. The region of Canada Central consists of 3 areas, Ontario South, Ontario North and Manitoba.

Board of Trustee Application (for your information examples are provided on pages 3-6). The actual BOT Application is available electronically on the WSO website al-anon.org. This application needs to be completed and electronically sent to WSO to acquire and complete the resume form. Please contact Delegate for any further questions or clarifications.

2. Ontario South Process:

In Ontario South, the following has been past practice. *

1. For the position of Regional Trustee and Alternate, résumés must be submitted to the Chairperson by August 01 of the second year of Ontario South Delegate's term.
2. These names are then presented at Assembly. The candidate is selected by vote.
3. The selected candidate's name is submitted to WSO by the Delegate, to meet the required dates set by WSO. A similar procedure is followed in Ontario North and Manitoba.
4. The final selection of a Regional Trustee will follow a process which is determined by WSO.

*-At the 1979 WSC, it was noted that:

“A motion was made, seconded and carried that a regional trustee candidate should be nominated by each area. At the same time an alternate regional trustee candidate could be selected, who would automatically take the place of the original regional trustee candidate, in the event of the death or withdrawal of the original regional trustee candidate prior to the nomination of the candidate by the WSC.”

3. Time Line:

The Regional Trustee position is a three-year term, which coincides with the term of the Delegate.

4. Minimum requirements:

- Be an active member of Al-Anon Family groups, with at least ten (10) year of continuous membership
- Be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS)
- Have service experience beyond the group level
- Not be a present or past member of Alcoholics Anonymous (A.A.)
- Be able to speak and write proficiently in the English language

If chosen to serve as a Trustee, I agree to these requirements and acknowledge them with my signature below:

- I understand that serving as a Trustee requires more than just a “willingness to serve.”
- I will continue to regularly attend Al-Anon meetings.
- I must relinquish all Al-Anon service positions beyond the group level during the term of service.
- I will be required to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- I will be required to attend Trustee meetings on a quarterly basis (i.e., January, April, July and October) or even on a monthly basis. These meetings may range from 28 to 60 days a year, depending on assignments.
- I will be available to the WSO for consultation and on short notice to attend special meetings of the Board of Trustees.
- I may be asked to travel anywhere in the world on behalf of Al-Anon Family Groups and can travel independently without accommodation.
- I will be required to share a room with another Trustee, who will be assigned by the Chairperson of the Board.
- I will be able to devote sufficient time to complete all assignments on Task Force, Committee and Work Group projects in a timely manner.

- I will need to be competent in using basic computer programs such as Word, Excel and PowerPoint and able to communicate through email including opening attachments and accessing and navigating websites.
- I understand my assignments will require work between Board meetings by phone or email, individually or with a team.
- I will be asked to speak to large groups, both inside and outside of Al-Anon Family Groups.
- I support the AFG, Inc. Strategic Plan.
- I will support the Board's group conscience decisions, regardless of my personal opinions.

5. WSO website application

The World Service Office (WSO) now only accepts applications for the Board of Trustees (Regional trustee / Trustee at Large (TAL) positions via their website.

Below is a quicklink that instantly brings you there:

<https://al-anon.org/for-members/board-of-trustees/wso-volunteers/board-of-trustees/>

Click on the button 'Submit a Résumé' to start your application process (see example screenshot and description of process on the WSO page with this button on the next pages).



[Members Page](#) » [Board of Trustees](#) » [World Service Office \(WSO\) Volunteers](#)

Board of Trustees

Duties

Trustees are the guarantors of prudent management of the World Service Office and the Canadian Service Office

Trustees have authority under law to manage the business of Al-Anon Family Group Headquarters, Inc. and Al-Anon Family Group Headquarters (Canada) Inc.

Trustees hire the Executive Director and Director of Finance & Operations

Trustees are voting members of WSC and serve on or chair WSO Committees

Trustees serve as the guardians of Al-Anon's Twelve Traditions, its Twelve Concepts of Service, and the "Al-Anon World Service Conference Charter"

Qualifications

Must be an active member of Al-Anon and have service experience beyond the group level such as a District Representative, Area Delegate, Assembly Officer or Coordinator, or AIS Liaison to the AWSC

Must have ten years of continuous Al-Anon and/or Alateen membership (Alateen membership does count)

Must relinquish all Al-Anon service positions beyond the group level during term of service

Must possess an understanding of the Twelve Traditions and the Twelve Concepts of Service

Must possess a broad view of the policies of Al-Anon Family Groups

Cannot be an Al-Anon member who has ever been a member of A.A.

Delegates must wait until two (2) World Service Conferences have passed after their term ends before they can be considered for service in this capacity

Must be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS)

Regional Trustees must reside within the Region from which they are nominated and be selected by their Area process

[Submit a Résumé](#)

The bottom of this webpage also shows the steps in the process for both Trustee positions, listed below for your convenience.

Regional Trustee (RT)		
Process steps	Description of process	When
1	Candidates are selected by their Area Process (see * page 2 of this document)	Before résumé submission deadline
2	Area submits Résumés to the WSO	By August 31
3	Candidates receive additional questions and submit answers	By August 31
4	Regional Committee on Trustees and Nominating Committee submit scoring tally to the WSO	Before October Board meeting
5	Nominating Committee select and presents up to two candidates to the Board	October Board meeting
6	Board selects candidates	October Board meeting
7	All candidates are notified confidentially of nominating results	After October Board meeting
8	Candidates are interviewed by the board	January Board Meeting
9	Board selects nominees	January Board Meeting
10	All candidates are notified confidentially of the decision of the Board	After January Board Meeting
11	Conference provides traditional approval and Board elects Trustees	At Annual Board Meeting
Trustee At Large (TAL)		
Process steps	Description of process	When
1	Candidates submit Résumé to the WSO	By August 31
2	Candidates receive additional questions and submit answers	By August 31
3	Conference Committee on Trustees and Nominating Committee submit scoring tally to the WSO	Before October Board meeting
4	Board selects candidates	October Board meeting
5	All candidates are notified confidentially of nominating results	After October Board meeting
6	Candidates are interviewed by the board	January Board Meeting
7	Board selects nominees	January Board Meeting
8	All candidates are notified confidentially of the decision of the Board	After January Board Meeting
9	Conference provides traditional approval and Board elects Trustees	At Annual Board Meeting



1. Introduction:

Members of the Executive consist of Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and two Advisors. Advisors have a voice and vote at the executive meetings. (Executive motion Feb 2003)

2. Purpose:

Executive meetings are held as required to allow the Executive to plan for the AWSC and Assembly and to deal with OSA business matters.

3. Timing

In January following an election assembly, an Executive Handover meeting is held. It is attended by both the newly elected and the outgoing Executive members and for part of the meeting both the newly appointed and outgoing Coordinators are invited to attend. The purpose is to inform the newly elected Executive of issues that are to be attended to by the new Executive.

For the year after elections, additional meetings are held in March, July & November. In the 2nd and 3rd years of the term, the meetings are held in February, July and November.

The Executive may call additional meetings if the need arises.

4. Location:

A suitable location is chosen among the Executive members partly determined by where Executive members live and where is the most economical location when travel and accommodation costs are considered.

5. Accommodation:

Arrangements for accommodations will be made by the Treasurer or Chairperson and paid for by the Area Treasurer. Executive will be provided with accommodation of 2 people per room. (AWSC Motion 2004)

6. Travel Costs:

Certain costs are set by the Executive and may be revised depending on economic factors such as the price of gas. The Area Treasurer will announce the

mileage rate at AWSC. When travel by car is not possible, other methods of travel may be used, dependent on circumstances, and should be discussed with the Executive prior to the event to be attended.

7. Meals:

Where meals are not included in the accommodation package, Executive members will follow the meal allowance as announced by the Treasurer at AWSC.

8. Other Expenses:

Other expenses required during the performance of their duties. For example OSA covers mailing, printing, supplies etc.

9. Expense Claims:

Expense claims must be submitted with receipts. (Executive motion April 26, 1997)

10. Floats:

A float may be given to an Executive if required and requested. The Treasurer will keep a record of the floats given out and will ensure they are returned or accounted for at the end of the me



1. Background:

The AWSC meeting is a gathering of invited OSA members where discussions are entered into regarding issues that affect Ontario South, motions are presented and voted upon and subsequently brought to the following assembly.

2. Members:

AWSC is comprised of the seven Executive Members: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, two Advisors; eight Co-ordinators, the Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, AIS Chairperson(s), LDC Office Manager and Literature Office Committee (LOC) Members not already mentioned, and thirty DRs.

ADRs are encouraged to attend as observers to allow them to experience an AWSC meeting and although they have a voice, they have no vote, unless acting as the DR for their district.

3. Timing:

AWSC shall be held every year in late May or early June. AWSC meetings are organized to run from Friday evening to Sunday mid-day to allow sufficient time to attend to the business of the area.

4. Location:

The location will be chosen by the Executive.

5. Bids:

Bids are no longer required per Executive motion January 2009.

6. Registration & Fee:

The registration process will be managed by the Area Treasurer. The Registration fee will be set by the Executive and will be collected by the Area Treasurer. This fee helps to cover the costs of AWSC.

7. Registration Form:

The registration form will be developed by the Executive. It will be included in the AWSC mailing package.

8. Accommodation:

The Area Treasurer will book rooms. Members who wish to share with another specific member will be able to indicate that on the registration form.

Accommodation is two to a room. (AWSC motion 2004)

(If a member requests single accommodation the member will be required to cover the additional cost.)

9. Meals:

Meals for Saturday breakfast, lunch, dinner and Sunday breakfast are arranged as part of the package with the facility. When needed, members are responsible for arranging their own meals Friday evening and Sunday lunch due to travelling time.

At some locations food services may not be available other than the set meals. i.e.

university locations may not have any cafeteria services on Friday evening or Sunday after breakfast.

10. Costs:**Registration:**

For DRs, ADRs and AIS Chairperson(s) paid by the District(s) represented.

Travel:

For five Executive, two Advisors, eight Coordinators, Ontario South, Alateen Advisory Committee Chairperson, Trillium Chairperson, LDC Office Manager, and other Literature Office Committee (LOC) members, covered by OSA according to the current mileage rate.

For DRs travel, all groups in Ontario South (except Alateen meetings in schools) contribute to the equalization travel fund. An amount is first calculated to cover the cost of travel for all DRs to the AWSC location. From this cost an amount is determined and paid by each group to cover the costs. This equalization

information is included in the mailing package sent to the DRs. The amount is to be sent in with the DRs registration. Districts are expected to pay the equalization amount whether their DR attends or not. DRs submit a form to be reimbursed according to mileage travelled and current mileage rate. Motion passed May 30,1998 and revised May 26,2001.

Consideration to be given prior to the event to alternate methods of travel. When travel by car is not possible other methods of travel may be used dependant on circumstances and should be discussed with the executive prior to the event to be attended.

For AIS Chairs and ADRs travel is paid by their District(s)

Accommodation:

For five Executive, two Advisors, eight Coordinators, Ontario South

Alateen Advisory Committee Chairperson, Trillium Chairperson, LDC Office Manager, and other Literature Office Committee (LOC) members and thirty DRs, OSA covers accommodation.

For AIS Chairs and ADRs accommodation is paid by their District(s).

Meals: OSA covers all meals, including meals required due to travel time, for five Executive, two Advisors, eight Coordinators, Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, LDC Office Manager, and other Literature Office Committee (LOC) members.

For DRs meals with the accommodation package are covered by OSA. AIS Chairs and ADRs paid by their Districts as part of the payment of the accommodation package.

For DRs, AIS Chairs and ADRs, meals required due to travel time are covered by their District(s).

*Trustees attending pay their own costs unless they are invited by the area, in which case, OSA covers the costs.

11. Planning:

The Executive will plan the details of AWSC at an Executive meeting far enough in advance to allow time for information to be distributed to DRs, Area Coordinators, Ontario South Alateen Advisory Committee, and Trillium Chairpersons. Ensure that the Alateen Safety Guidelines are being implemented.

12. Notice of Agenda & Motions:

The Area Chairperson is responsible for informing DRs of AWSC details. AWSC mailing packages should be mailed to DRs with consideration given to the time required to hold district meetings. Not all districts meet monthly. See Service Positions – Executive, Chairperson, ‘Before AWSC’ mailing package.

13. Roll Call:

Roll call is taken at the beginning of proceedings to determine the number of eligible voters.

14. Vote to Establish Procedures:

At each AWSC a group conscience will be taken to approve the voting procedures for the business and for the time for sharing from the floor.

For all voting: the OSA has loosely followed the *Robert’s Rules of Order* in conducting its business. An **abstention** represents the decision to refrain from voting, and, as such, counts as a zero vote. There can be no such thing as an “abstention vote.” The presiding officer takes only the ayes and nay votes. They do not ask for abstentions. A **simple majority** (50% + 1) vote is required to pass a motion.

Following past approved procedures it will be presented that a stand up-sit down, simple majority will be the method used to pass a motion. If the Chairperson can visually determine a majority for or against without a count the Chairperson may declare the motion passed or defeated. (See Election Voting below.)

If a count is required, voting members will be asked to stand and number off as directed by the Chairperson.

15. Motions:

Motions and Items for Consideration come from various sources:

- The Executive may bring forth motions and consideration items;
- Motions may be carried forward from the previous Assembly or possibly the previous AWSC;
- DRs may ask in advance for a consideration item to be included;
- Area Coordinators may bring forward issues related to their area of service.

Motions and Items for Consideration should first be distributed before the annual AWSC meeting. This allows an opportunity for the motions and Items for Consideration to be circulated from the Executive to the DRs, from the DRs to the GRs for discussion by group members to allow questions and a group conscience to be brought to AWSC.

Motions brought from the floor that are not related to the Items for Consideration on the AWSC agenda, must be submitted on a blue Motion Form by noon Saturday.

If a motion is carried at AWSC it is brought forward to the Assembly if necessary. If the motion is defeated, it is not brought forward.

All motions must be submitted by a voting member and seconded by a voting member.

Items for Consideration: The Executive will review these and using the 5 questions of the KBDM, the decision is made to determine the next step.

Special Note: All items of consideration will be responded to by the Executive.

16. Clarification of Voting/Motion Process: - dated, Oct.23-25/1998

As a result of some confusion regarding the discussion and passing of motions, the process was clarified by the Chairperson.

- The original discussion process is general until someone submits a motion to focus on a “specific option”.
- Then the discussion moves forward to the “specific” and a vote is taken. When the motion contains more than one option, then the other options are eliminated by that vote.

- An amendment to a motion differs in that the amendment is discussed and voted on and then the discussion returns to the original motion.
- When the “question is called” that means a verbal motion has been made to end the discussion and vote.

A verbal motion to continue the discussion can overturn calling the question.

17. Voice:

Every member of AWSC has a voice and may share from the floor during discussions. Reference item 2 above.

18. Voting:

The members of AWSC that have a vote are as follows: Executive, Coordinators, District Representatives (or member acting as District Representative), Trillium Chairperson, OSAAC Chairperson and AIS Chairperson(s). The Area Chairperson may vote only if a vote is split exactly evenly to decide the vote. At the Area Chairperson's discretion, a recount could be requested.

19. Ask-It-Basket:

Any member may submit *questions* on an Ask-It-Basket Form. Four volunteers will be picked from willing members to join one or two of the Executive (most times it is the Advisors) to review the questions, research the Service Manual and find answers to the questions. Executive members are assigned to this task when the agenda is developed by the Executive.

Responses to the Ask-It-Basket questions will be given on Sunday if time allows and printed in the following issue of Open Lines.

20. Item for Consideration:

Any member may submit a *suggestion* to the Executive on an Item for Consideration Form. All Items for Consideration are reviewed by the Executive using the KBDM format, and a response will be given by an Executive member. Should the item require action other than administrative, the item will be moved forward to AWSC and considered using the KBDM format. Should the item be deemed by AWSC to be substantial for an Area vote, the item will be moved forward to Assembly using the KBDM format.



1. Background:

Assembly is a gathering of OSA members where discussions are entered into regarding issues that affect the OSA, such as the election of the Executive and Trustees, and the presentation and voting on of motions. This is the area group conscience.

2. Attendance:

Any Al-Anon member may register for and attend Assembly.

3. Timing:

OSA members shall meet at Assembly every year in late October or early November. Assemblies are organized to run from Friday evening to Sunday mid-day to allow sufficient time to travel and attend to the business of the area. The main business of the Assembly will be presented on the Saturday.

4. Location:

It has been traditional to rotate the location from East to West to Central to allow all members to experience an Assembly. A central location is preferred for the year when elections will be held to allow as many groups as possible to be represented. The Executive will choose the location from the bids submitted.

5. Bids:

Districts are requested to research suitable facilities, obtain quotes for the required services outlined in the Bid Forms and submit a bid to the Executive at the AWSC meeting the year prior to Assembly. See Assembly Bid Forms for details. The successful district will form a Host Committee.

6. Registration:

The registration fee will be set by the Executive. Funds from the pre-registration process will be collected by the Area Treasurer. On site funds will be collected at the Registration Table and given to the Area Treasurer as directed. This fee helps to cover the costs of the meeting rooms for Assembly.

7. Costs:

Costs include: Registration, travel, accommodation and meals. The group covers the GR's costs. The district covers the DR's costs. Where the same member is a GR and a DR, the group and the district, as decided by their respective group consciences, could share costs.

For AIS Chairpersons costs are covered by the district(s) they represent. For Executive, Coordinators, Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, and LOC Members, OSA covers costs. Members attending Assembly are responsible for making their own hotel registrations.

Rooms are based on double occupancy. Three or four members may share a room to reduce costs. There are no group meals provided. Attendees are responsible for organizing their own meals.

A group or district may decide on a set amount for meals and mileage similar to the guideline set by the area for those members whose expenses are covered. For example, set an amount for breakfast, lunch and dinner, or a daily maximum amount. If the amount is exceeded, the member would cover it.

8. Registration Form:

The form will be developed by the Executive. It will be included in the information package sent to DRs.

9. Host Committee:

The Host Committee requires the following volunteers: Chairperson (usually the DR of the host district); Registration Person; Literature Person; Information Person; Art Person; Secretary and Greeter Person. These positions and their respective responsibilities are detailed in Section 5 (B).

A Hospitality Room is an optional part of an Assembly. It is the decision of the district bidding whether there will be a Hospitality Room or not as the District must bear the expense for the room. A person may be added to the Host Committee to be responsible for the Hospitality Room.

10. Planning Assembly:

The Executive will plan the details of Assembly at an Executive meeting far enough in advance to allow time for information to be distributed to DRs, Area Coordinators, and Chairpersons.

11. Notice of Assembly, Agenda & Motions:

The Area Chairperson is responsible for informing DRs of Assembly details. Assembly mailing packages should be mailed to DRs with consideration given to the time required to hold District meetings. Some districts do not meet every month. DRs are responsible to make copies of the mailing package and to distribute it to GRs. GRs then present the information and motions to group members and take a group conscience to bring to Assembly.

12. Vote to Establish Procedures:

At each Assembly a group conscience will be taken to approve the voting procedures for the business and for the time for sharing from the floor.

For elections: the OSA has followed the procedures in the WSO Service Manual. Written ballots will be used for the election of Executive positions EXCEPT when there is only one candidate standing, then a stand up sit down vote may be taken.

Non-voting members are selected by the Chairperson to collect and count the written ballots. The count is then reported to the Chairperson.

A two-thirds majority will be required to elect the Delegate. A simple majority is required for other Executive positions.

For all voting: the OSA has loosely followed the Robert's Rules of Order in conducting its business. An abstention represents the decision to refrain from voting, and, as such, counts as a zero vote. There can be no such thing as an "abstention vote." The presiding officer takes only the ayes and nay votes. They do not ask for abstentions. A simple majority vote is required to pass a motion. This means that more than half the votes cast must be in favour of the motion for it to be passed.

Following past approved procedures it will be presented that a stand up-sit down, simple majority will be the method used to pass a motion. If the Chairperson can visually determine a majority for or against without a count the Chairperson may declare the motion passed or defeated.

If a count is required, voting members will be asked to stand and number off as directed by the Chairperson.

13. Introduction of Motions and Items for Consideration:

Motions and items for consideration come from various sources:

- The Executive may bring forth motions and items for consideration;
- Motions and items for consideration may be carried forward from the previous Assembly;
- Motions passed at AWSC are brought forward, if necessary;

Motions and items for consideration should first be distributed before the annual AWSC meeting. This allows an opportunity for the motions and items for consideration to be circulated from the Executive to the DRs, from the DRs to the GRs for discussion by group members and a group conscience brought to AWSC. Motions defeated at AWSC will not be brought forward to Assembly.

Motions may be brought from the floor, but must be submitted on a blue Motion Form. Unless time sensitive, motions may be tabled to the next AWSC. This will be determined by the Executive.

All motions must be submitted by a voting member and seconded by a voting member.

Items for Consideration: The Executive will review these and using the 5 questions of the KBDM, the decision is made to determine the next step.

Special Note: All items of consideration will be responded to by the Executive.

14. Clarification of Voting/Motion Process: - dated, Oct.23-25/1998

As a result of some confusion regarding the discussion and passing of motions, the process was clarified by the Chairperson.

- The original discussion process is general until someone submits a motion to focus on a “specific option”.
- Then the discussion moves forward to the “specific” and a vote is taken. When the motion contains more than one option, then the other options are eliminated by that vote.
- An amendment to a motion differs in that the amendment is discussed and voted on and then the discussion returns to the original motion.
- When the “question is called” that means a motion has been made to end the discussion and vote.

A verbal motion to continue the discussion can overturn calling the question.

15. Who is Allowed to Vote:

The WSO Service Manual states: ‘The GR or AGR, in the GR’s absence, votes at Assembly. Each group has one vote.’

If neither the GR nor AGR is able to attend Assembly, a group may designate another member to represent them.

A DR/Coordinator/Executive may only vote if they are also a GR or designated by a group to represent them. The Chairperson may vote only if a vote is split exactly evenly to decide the vote, regardless if he/she is representing a group or not. At the Chairperson’s discretion, a recount could be requested.

The incoming GRs vote at the Assembly where the incoming Executive are elected. OSA Motion November 1976.

16. Time Keeper:

A volunteer from the floor is asked to be the timekeeper. A bell or buzzer will be used to indicate the end of the two-minute time allowed for members who wish to speak from the floor (or up to three questions). Members are asked to respect this time limit. It has also been past practice to limit discussion to once per subject per member. There is no time limit for response to questions.

17. Voice:

Every member of Al-Anon/Alateen registered at Assembly has a voice and may share from the floor during discussions.

18. Seating:

The Executive will determine the seating arrangement for the business portion of the Assembly. Traditionally, district members sit together in rows with the DR at the end of the row particularly for election years to make distribution and collection of written ballots easier and quicker.

19. Service Positions:

OSA service positions rotate every three years. It is expected that service positions listed below will follow the three-year term. (See also the Sections on Service Positions and Responsibilities in this Manual for more details.)

GRs, and DRs - are elected by the members and groups they serve.

Executive – committee members (five) are elected at Assembly. They are Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.

Advisors - (two) are selected from those eligible by the incoming Delegate.

Area Coordinators - (eight) To be chosen by the Delegate from the résumés or letters of interest submitted, in consultation with the Executive committee: Alateen Coordinator, Area Alateen Process Person, Archives, Group Records, Literature, Open Lines, Public Outreach and Website.

Regional Trustee & Alternate Regional Trustee - the Assembly takes a vote to recommend one candidate to WSO every three years.

AIS Liaisons - elected by districts they represent.

The following positions rotate every year.

Trillium Chairperson - to be selected by Executive annually. See Section 2 on Service Positions and Responsibilities and Trillium Convention & Committee Section 7.

Ontario South Alateen Advisory Committee Chairperson – position established at Assembly 2006. A motion to appoint an Interim Chairperson was passed. See Section 11F.

20. Ask-It-Basket:

Members may submit questions on an Ask-It-Basket Form. Four volunteers will be picked from willing members to join one of the Executive members to review the questions, research the Service Manual to find answers to the questions.

Responses to the Ask-It-Basket questions will be given on Sunday if time allows and printed in the following issue of Open Lines.

21. Item for Consideration:

Any member may submit a suggestion to the Executive on an Item for Consideration Form. All Items for Consideration are reviewed by the Executive using the KBDM format, and a response will be given by an Executive member. Should the item require action other than administrative, the item will be moved forward to AWSC and considered using the KBDM format. Should the item be deemed by AWSC to be substantial for an Area vote, the item will be moved forward to Assembly using the KBDM format.

22. Election of Ontario South Executive:

Mandatory résumés are required for Delegate, Alternate Delegate, Chairperson, Secretary and Treasurer. (Assembly 2007, AWSC 2009 and Assembly 2009 motions)

Candidates who have submitted résumés will be allowed 2 minutes at the microphone to share.

If résumés have not been submitted, those eligible will be asked if they are willing to stand. Past practice has been to bring Incoming and Outgoing DRs to the front of the Assembly room and ask members to indicate if they are willing to stand or decline. Then others who meet the eligibility will be asked if they are willing to stand. (Assembly 2007 motion) See Section 2A. point 1. Eligibility Criteria for All Executive Positions. Candidates willing to stand will be allowed 2 minutes at the microphone to share.

Candidates will be asked to leave the room while voting takes place and will return when the required majority has been reached.



1. Responsibilities of Chairperson (tasks may be delegated) are to:

1. Work with the Ontario South Chairperson to determine OSA requirements of the Hotel for set up details such as:
 - Tables;
 - Chairs;
 - AV equipment, including PA systems, and possibly projection equipment.

The Host Committee Chairperson can sign these negotiated set up work sheets with the Hotel, however, contracts for Hotel and Audio Visual are to be signed by the Delegate or a member of the Executive designated by the Delegate

2. Arrange for the Host Committee members to tour facility. This is a good time to determine the set up of the registration area, where greeters may be needed, and other requirements for set up of the rooms and areas to be used.
3. Act as liaison between the Executive and the Host Committee.
4. Chair regular meetings of Host Committee, coordinate committee reports and fill in where necessary.
5. Raise sub-committees for Registration, Hospitality (optional), Information, Art (Signage), Secretary, Literature, Greeters, Entertainment, and other volunteers where needed.
6. Ensure that meeting rooms are set up as planned, including the PA system.
7. Ensure that all groups in the host district(s) have been asked to submit names of volunteers. Volunteers are required to register if they wish to attend meetings and workshops before or after their volunteer duties are met. If they are just coming to volunteer and then leave, they do not need to register. Volunteers could go to the registration area to check in and get their nametags, before beginning their shifts.
8. Prepare an Assembly Report - To help next year's Host Committee. Submit a report, within 60 days of the Assembly, to the Ontario South Chairperson adding your own comments or helpful hints. Offer suggestions to improve the usefulness of this document.
9. Schedule Host Committee meetings.
10. Ensure the Alateen Safety Guidelines are followed. See Section 1:E #3

2. Suggested Meeting Schedule:

January/February

Call the first meeting - Invites DRs, GRs, and interested members to discuss ideas for the set up of the Host Committee.

Form sub-committees for Registration, Hospitality (optional), Information, Art (Signage), Secretary, Literature, Greeters, Entertainment and Country Store (when applicable).

Mail out letters to each group in the District(s) requesting volunteers (early Sept).

May (at AWSC)

Check with the Ontario South Chairperson at AWSC for any supplies available that have been left over from the previous Assembly.

Discuss with Ontario South Chairperson any details such as space available for tables needed, Fundraising (if any), Entertainment and the Executive's expectations.

July/August

With the various sub-committee chairpersons, set a tentative agenda for the Volunteers using Assembly Agenda as a guideline.

September

Follow up on letters sent to District(s) requesting volunteers.

Confirm with the various sub-committee chairpersons that sufficient volunteers have been found to cover time slots.

Entertainment Committee could meet to plan and rehearse for the entertainment.

Meet with Host Committee members to prepare nametags. This could be the last meeting for the Host Committee before Assembly.

Finalize details with the Ontario South Chairperson and all sub-committee chairpersons.

Ensure the Registration package has been received and that arrangements have been made with the Registration Chairperson to stuff the envelopes.

Meet with the Hotel Liaison to show them the Agenda and go over details concerning the sound system and set-up of the meeting rooms.

Assembly Weekend

Friday as soon as Hotel allows access to rooms.

Check the set-up for the Ballroom, orders more tables if needed. Room set up should have been already established, be aware that asking for extra services at this time may result in extra costs. Ensure registration area is set up and signage is in place.

Friday Afternoon

If members of the Executive arrive and request any changes - attend to that first. Care must be taken, as changes at this point may result in added charges.

Check with committee members on set up of the Literature Sales Table, Hospitality Room.

Saturday Morning

Check Literature, Registration and set up of break out rooms for workshops.

Saturday Afternoon

Workshops are arranged by the Executive. Rooms are allocated according to the numbers signed up. Room numbers and directions may be posted in the hall. If not rooms will be announced.

Sunday Morning

Check with Registration volunteer for a final count of the number of attendees.

Advise Ontario South Chairperson of the final count.

3. Registration Person:

Registration is of key importance to the success of the Assembly. It is imperative that it be carefully arranged. The duties of the Registration Person are to:

1. Arrange for volunteers to staff registration tables (about 12 on a rotation basis).
2. Check registration area in the hotel. Depending on space available, 2-4 registration tables. Registration may be divided into three tables; pre-registered A to L, pre-registered M to Z, and on-site registrations.
3. Receive the Registration package from the Area Secretary to be photocopied for distribution at registration. This package will be forwarded approximately one month before Assembly.
4. Check supplies passed on from previous Assembly.
5. Coordinate volunteers for the handling of registrations Friday and Saturday. Registration times depend on the Hotel arrangements. The Host Committee Chairperson and the Ontario South Chairperson will discuss and confirm prior to the assembly agenda being finalized. Registration times will be shown on the agenda.
6. Receive a list of pre-registered attendees, receipt books and a float from the Ontario South Treasurer.
7. Agree with the Ontario South Treasurer when and how the monies received at registration will be secured.
8. Keep an accurate record of on-site registrations, adding on-site registrant's names to the list with their position and District.
9. Give each registrant a nametag. (Approximately 400 nametags are required.) Leave the inserts out of the plastic holder for people to sign. If possible, provide another area for members to fill out the inserts to avoid congestion.
10. Ask registrants if they are an Area Coordinator or DR etc, and stroke off each name with a pen and ruler. Give each registrant an Assembly package. (There may be different packages for the Executive, Coordinators, DRs and Advisors. All are labelled as to the recipient)
11. Provide Host Committee Chairperson with the final number of registrants.
12. Provide Host Committee Chairperson with the final number of Hotel registrants.

13. Request ahead of time from our AAPP a current list of Ontario South SAMs. List to be at Registration table for verification of members self-identifying as SAMs.

4. Literature Person:

The Literature Person coordinates literature sales with the LDC and arranges for volunteers to help the Office Manager at Assembly. The duties of Literature Person are to:

1. Contact the LDC Office Manager for direction.
2. Prepare to help when the literature arrives at the hotel from the LDC. The literature will be brought in boxes. The marked items tagged are always there and less time is spent adding price tags to literature as it is put out. If you have questions concerning this procedure, contact the LDC Office manager. Two volunteers are needed for bringing in and assisting to set up the room.
3. Discuss with the LDC Manager how to handle prepaid orders that have been placed with the LDC office before Assembly to be picked up at Assembly.
4. Collect a good supply of grocery bags ahead of time for people with large orders.
5. Organize two volunteers per shift to sell literature.
6. The LDC Office Manager handles all funds during the weekend.
7. Open the literature table prior to meeting times, during all breaks, and Friday and Saturday evening.
8. Be prepared for this to be a working weekend.

5. Information Person:

The main duties of the Information Person are to:

1. Contact the local Chamber of Commerce for maps, brochures, coupons, etc.
2. Compile a list of nearby restaurants (including price ranges) to be distributed at registration and a supply should be given to the greeters for early arrivals. It is important to notify nearby restaurants of increased business over the weekend.

(Note: This information may be put in the Registration package)

6. Art Person:

Signs and artwork are generally passed on from year to year. Check the supplies from previous years. The main duties of Art Person are to provide:

Name Tags - (Name tags with VOLUNTEER)

Stand-up signs for Executive Table (Names Optional)

- Chairperson
- Delegate
- Alternate Delegate
- Secretary
- Treasurer

Wall Signs (over/on tables)

- Delegate
- Alateen
- Archives
- Literature
- Public Outreach
- Open Lines
- Trillium
- Trillium Archives
- Motions (motion sheets provided by Area Secretary)
- Workshops (workshop sign-up sheets provided by Area Secretary)
- Ask-It-Basket (baskets and forms provided by Area Secretary)
- Literature Sales
- Registration for - Pre-Registered and On-Site Registration

7. Secretary:

Takes minutes at host committee meetings and distributes them to Host Committee members and the Ontario South Chairperson and Secretary.

8. Greeter Person:

It is important to have greeters to welcome members to assembly. A warm greeting is a wonderful beginning to the weekend. The main duties of the Greeters Person are to:

1. Walk around the facility prior to the Assembly weekend, to establish where the most effective points to place volunteer greeters. For example: lobby entrance, Assembly registration area, elevators.

2. Coordinates volunteers to greet attendees and provide general information about Host City, facility, etc.
3. Give volunteers the list of nearby restaurants, which is provided by the Information Person. These should be handed out to early arrivals.
4. Set up a schedule for greeters for Friday evening and Saturday morning.
5. Check up on the greeters during shifts to see if they need anything, possibly a washroom break.



Background and dates	AWSC is usually held late May or early June. Assembly is usually held late October or early November. Executive meetings are held throughout the year as needed.
Introduction:	Motions listed here are still being followed/applied in Ontario South.
November 1965	Committee's expenses to Assembly to be paid from OSA funds.
March 1968	Rotation of Assembly was suggested and carried, to have more members attend that wouldn't normally attend if always held in Toronto.
November 1976	1. Incoming GR's should have the vote at Assembly elections.
October 1977	2. That it be left to the discretion of the Board of Directors as to when Central Office needs more money.
November 1977	By a majority vote, "Open Lines" became the name of Ontario South's newsletter.
June 1978	1. To have the format of Open Lines remain the same, with no personal stories.
September 1978	2. Numbering of Districts would remain the same, but each District would have a name to facilitate identification.
February 1982	2. Ontario South is to have its own letterhead.
November 1986	Outgoing & Incoming Coordinators will meet with Executive at start of new term.
October 1987	2. That we continue to have one Assembly meeting each year. 3. The place of Assembly meetings continue to be decided as at present, that is, that it will be held in a central place in election years; in the other two years of the cycle, alternating between East and West.
January 1988	5. Car mileage rate <u>per kilometre</u> to reflect the present costs of ownership and operation of an automobile in Canada effective March 1st 1988. 6. That Coordinator be reimbursed for travel mileage at the same rate as executive members, effective March 1, 1988.
August 1988	1. That we secure space for meetings on Friday evening and pay for them from the Assembly treasury, if necessary.

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2. That AWSC meetings are exclusively for members of the Area World Service Committee who are DR's &/or Alt. DR's, Coordinators, Assembly Officers and Advisors, except when the DR or ADR is unable to attend.
- March 1990 Alateens are to have a GR meeting at Assembly.
- June 1990 1. The Assembly date is to be left in the Fall.
- November 1990 4. That the OSA commit themselves to no more than \$4,000.00 towards this convention. (Trillium)
5. That we put aside \$2,000.00 for the expenses to secure a location for the next Assembly and continue each year.
- February 1991 3. The float for Coordinator to be raised to \$40.00 and the special approval float to be raised to \$100.00.
- June 1991 2. In future years, the Chairman and Co-Chairman should be sponsored and chosen 2 years prior to the Convention for which they are responsible.
- November 1991 2. Ontario South to absorb facility costs for future RSS's, pro-rated in accordance with the number of groups that we have.
5. That all Assembly voting be scheduled on Saturday only, if applicable.
- May 1992 That a Chairperson of the Trillium Convention hold the status of Coordinator for the period of 1 year or 12 months: 2 months past the closing of the convention preceding his/her convention and over the period of 1 Assembly and 1 AWSC immediately preceding his/her convention and 2 months past the closing of his/her convention.
- February 1992 That all data on Group and Districts in Ontario South be filed by Group Identification Number, i.e. 86 – (Dist #) – (Group #).
- November 1992 Outgoing GR's having completed a full 3 year term, be eligible to stand for DR (District Representative).
- November 1993 1.a) that AIS liaison (Chairman) of AIS's serving more than one district be invited to become a full voting member of AWSC. *See also Oct 2000*
- 1.b) that the Assembly motion of October 1, 1977 regarding "no AIS liaison would be seated at Assembly" be rescinded and that AIS liaison (Chairman) of AIS's serving more than one district be seated at Assembly, with vote ONLY if they are also a GR.

- 2.b) that the OSA provide the funds and resources needed to copy and mail the Alateen newsletter "Reaching Out" to all Al-Anon groups in this Area.
- May 1994 6. OSA will no longer support the ORC
- October 1995 1. Eligibility Motion:
 "The 1995 AWSC moves that the 95 Assembly approve the following consolidation of eligibility criteria for Area level Service positions and forward them to the 1995 Assembly for formal adoption.
 It is moved that effective on the date that this motion is adopted by the Assembly, the following eligibility criteria will supersede and replace all previous criteria:
 The positions of Delegate, Alternate Delegate, Chairman, Treasurer and Secretary are open to incoming DR's and outgoing DR's as well as any other member who has served a full three year term in any Area level Service position and has remained an active Group and Service member."
- November 1996 *No motions in minutes*
- October 1997 4. To accept revised Trillium Charter with amendment under Financial Backing section to read "Ontario South Treasurer will set up a Trillium Convention Fund so that name will appear in treasurer's report for consistency with charter.
- October 1998 High School Alateen meetings not to be included in the amount that each District contributes to equalize the travel costs fro AWSC.
3. To establish an OSA Web Site with further discussion of the content to be held at the 1999 AWSC.
- To create a position of Advisor/Coordinator for the Web Site.
- October 1999 A motion was passed to change the 3 Coordinator positions – Cooperating with the Professional Community, Institutions and Public Information be combined into 1 Coordinator position:- Public Outreach Coordinator.
- October 2000 We accept all AIS Chairpersons to attend our AWSC meetings, but that the cost of their attendance to be covered by the districts they represent.
- Hold the 'Country Store' on the turnover years as before, done through donations and volunteers.
- July 2001 That the Artefacts held at the LDC be preserved for presentation in appropriate equipment and be displayed by OSA Executive at events

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- October 2001
1. The Quilt be kept as a memento of 50 years and brought to Area Assembly each year after to show what members have made.
 4. That the Incoming Chairperson of the Alateen Unity Committee be invited to attend the AWSC preceding the Unity Conference with voice and vote, and the Assembly after the Conference with vote at Assembly only if a GR.
 5. Equalization payments to continue being contributed “per group” for mileage. That the dollar amount to be set by Ontario South Executive.
- November 2002
1. The payment of 15% of operating expenses coming from OSA to be discontinued effective January 1, 2003.
 3. OSA to increase the Coordinator positions to include a new position titled “Group Records Coordinator”.
- November 2003
- That the financial information presented to the annual general meeting of the Ontario South Assembly include the financial statement of revenues and expenses for the previous fiscal year.
- May 2004
- AWSC pays the cost of 2 people to a room for current eligible members.
- October 2004
2. That "Direct the OSA Executive to establish and ad-hoc committee to review all Assembly motions, procedures and other relevant executive decisions and compile and format them into an Area manual.
- October 2005
- Amendment #1 to Motion # 1: (Motion 2 before we changed to motion 1), Schedule A Affirmation of Appropriate Conduct within the Alateen program: there must: point 4 be reworded to say: Be procedures for signed parental permission and medical care for Alateen members who will be in the care of an Alateen Sponsor or SAM, for any event that is not a regular Alateen meeting (held on a regular basis at a fixed location, and which may or may not involve travel to another location.
1. That Ontario South accepts the AI-Anon/Alateen Safety and Behavioural Requirements, including Schedule A, Schedule B, and Schedule C, and Form A and Form B, as amended and approved at AWSC.
 3. Moved by Body of LDC: to continue the LDC office at the home of the LDC Manager.
 4. That the changes to the Literature Distribution Centre (LDC), as identified in the attached document, be accepted.

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- October 2006
2. That the former Alateen Unity Committee charter be used as the guideline to establish an Alateen Advisory Committee with an OSA Executive Committee liaison.
 3. That the current Alateen liaison be appointed as “Interim Chair” of the Alateen Advisory Committee.
- November 2007
3. Anyone standing for nomination for an Executive position shall submit an OSA Executive résumé by a date determined by the OSA Executive.
 4. Should no résumés be received for an OSA Executive position, that nominations be open to the floor as is per the current practice.
- May 2008
1. Motion to accept the minutes as amended on page six as: “Bob T. presented the Pittsburgh video as a lead into the 2008 International AI-Anon Convention” – Moved by Jacqueline K., seconded by Carol L. Motion carried.
 2. Motion to accept the Proposed 2009 Budget be forwarded to Assembly 2008”. See amendments below.
 3. Motion to amend the 2009 Proposed Budget amends the funds for Alateen to the amount of \$5,000.00. Motion carried.
 4. Motion that “the Proposed 2009 Budget be forwarded as amended to Assembly 2008”. Motion carried.
 5. Motion: Moved that “a process be established to identify S.A.M.s at events within the Area by the A.A.P.P. in consultation with the Area Executive”. Motion carried
- October 2008
1. Approval of the 2007 Assembly Minutes:
Errors and omissions were asked for. Heather P. Area Secretary spoke to the deletion of names on minutes posted to the website. Amendments were noted regarding district numbers. It was moved “That the minutes of the 2007 OSA Assembly be accepted as amended”. Motion carried.
- Note: Amendments for 2007 Assembly minutes were made and have been posted to the Area website.
2. Moved that “the proposed budget for 2009 be approved.” Motion carried.
- January 2009
1. Moved that “Section 12 Records and Information Management be implemented.” Motion carried.

May 2009

1. Moved that “we approve the voting procedures as explained. Motion carried.
2. Moved that “we approve the Minutes of the 2008 AWSC.” Motion carried.
3. Moved that “the proposed 2010 budget be forwarded to Assembly 2009 for approval.

Moved that "members need to sign manually their resume and deliver it by any means, electronic or mail, with Area acknowledgment receipt by any means.”

Moved that "amend the original motion to read 'to sign by hand' instead of 'to sign manually'." This amendment was carried.

Moved that "amended original motion to read 'in an appropriate manner' instead of 'by any means'." This amendment was carried.

The original motion, as amended, was carried. So, the amended motion to go forward to Assembly will read:

4. Moved that "members can apply for more than one Executive position, submitting separate resumes for each. No member may occupy more than one Executive position at a time."

Moved that "amend to read 'separate resumes for each, HOWEVER, no member may occupy more than one Executive position at a time'." This amendment was carried. The motion, as amended, was carried.

Moved that “members can apply for more than one Executive position, submitting separate resumes for each, however, no member may occupy more than one Executive position at a time.”

October 2009

1. Voting Procedure: Motion Carried
2. Moved that “the minutes of the 2008 OSA Assembly be accepted”. Motion carried.
3. Moved that “the proposed budget for 2010 be approved with the amendment to the ‘Total Income’ line”
4. Moved that “the 2010 budget be approved as presented.” Motion carried.

5. Moved that “the motion brought forward at AWSC ‘members can apply for more than one Executive position, submitting separate resumes for each, however, no member may occupy more than one Executive position at a time’ be approved”. Motion carried.

AWSC 2010

1. Moved that “we approve the voting procedures as explained.” Motion carried.
2. Moved that “we approve the minutes of the 2009 AWSC.” Motion Carried.
3. Moved that “the rental of a central post office box from Canada Post for use by the Ontario South Assembly Treasurer be adopted.” Motion carried.
4. Moved that “A budget line item be added to the 2010 budget for the total cost of a central post office box and related services, ie. Redirection of mail.” Motion Carried.
5. Moved that “the proposed 2011 budget be forwarded to Assembly.” Motion carried.
6. Moved that “the proposed amended Ontario South Assembly (Area 86)
7. Section 7: Trillium Convention Committee A: Charter, Pages 1 & 2, 2010 be forwarded to Assembly for approval.” Motion carried.

Assembly 2010

1. Moved that “Ont. South contribute \$500 to the 2011 AA Conference in Iqaluit.” Motion Carried.
2. Moved that “we re-allocate \$500 from the RSS/TEAM line to the "2011 Iqaluit AA Conference for AI-Anon Participation" line.” Motion carried.
3. Moved that “the 2011 budget be amended to include a line for a contribution of \$500 to AI-Anon's participation in the 2011 Iqaluit AA Conference.” Motion carried.
4. Moved that “the proposed amendment budget for 2011 be adopted.” Motion carried.
5. Moved that “the proposed amendment to the Ontario South Assembly Area 86 - Policy & Guidelines Manual, Section 7: Trillium Convention Committee A: Charter, Pages 1 & 2, 2010, be adopted.” Motion carried.
6. Moved that “we keep our LDC office in operation.” Motion carried.

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- AWSC 2011
1. Moved that “we approve the voting procedures as explained”. Motion carried.
 2. Moved that “we approve the minutes of the 2010 AWSC”. Motion Carried.
 3. Moved that “the proposed 2012 budget be forwarded to 2011 as proposed”. Motion carried.
 4. Moved that “the OSAAC Charter be forwarded to Assembly 2011 for approval”. Motion carried.
 5. Moved that “the OSAAC Finances be forwarded to Assembly 2011 for approval”. Motion carried.
 6. Moved to “amend the OSA 2012 budget to include a \$3045 budget line for OSAAC 2012 expenses using the 2010 profits”. Motion carried.
 7. Moved that “there be a restructuring of OSA's Area certification and re-certification process for SAMs”. Motion carried.
 8. Moved that “AWSC forward the question regarding electronic mailing of Open Lines to Ontario South Assembly 2011”. Motion carried.
- Assembly 2011
1. Moved that “the voting procedures be accepted.” Carried.
 2. Moved that “the Assembly 2010 Minutes be accepted.” Carried.
 3. Moved that “the election process be accepted.” Carried.
 4. Moved that “ the OSAAC Charter be adopted by Ontario South Assembly 2011.” Carried.
 5. Moved that “an OSAAC Treasurer be elected for 2 years with a full disclosure of OSAAC’s funds prior to Area Executive meetings, AWSC and Assembly with 2 members signing cheques.” Carried. (over turned by Motion 7)
 6. Moved that “Ontario South Assembly 2011 should adopt OSAAC finances as amended.” Carried. (now null and void based on Motion 7)
 7. Moved that “we overturn the entire motion #5 made today.” Carried. (Motion 6 is now null and void)

8. Moved that “we accept the OSAAC Finances document as originally written and given to us for review for this conference.” Carried.
9. Moved that “we amend the motion on the table to add that we still send out a paper copy if requested.” Carried.
10. Moved that “Open Lines be sent electronically as amended.” Carried
11. Moved that “the SAMs in Ontario South Assembly have a Police Records Check every 3 years in addition there must be a Form C signed yearly by the SAM that nothing has changed.” Carried.
12. Moved that “ we adopt the proposed budget for 2012.” Carried.

AWSC 2012

1. Moved that “we approve the voting procedures as explained”. Motion carried.
2. Moved that “we approve the 201 AWSC Minutes as presented”. Motion carried.
3. Moved that “the Area proceed with Trillium 2013”. Motion carried.
4. Moved that “the proposed budget for 2013 be forwarded to Assembly 2012 for approval.” Motion Carried.

Assembly 2012

1. Moved and seconded that “the voting procedures as explained be accepted.” Carried.
2. Moved and seconded that “the Assembly 2011 Minutes be accepted as amended.” Carried.
3. Moved and seconded that “the election process be accepted.” Carried.
4. Moved and seconded that “the proposed budget for 2013 be accepted as presented.” Carried.

AWSC 2013

1. It was moved and seconded “that we accept the voting procedures as explained.” Motion carried.
2. It was moved and seconded “that we approve the 2012 AWSC Minutes as presented.”
3. It was moved and seconded that “we adopt the proposed budget for 2014 be forwarded to Assembly 2013 for approval.” Motion carried.

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4. It was moved and seconded “that the proposed changes to the Literature Distribution Centre be forwarded to Assembly 2013 for approval.” Motion carried.
 5. It was moved and seconded “that the AWSC membership agree to move forward from a thought force to create a task force with Trillium thought force information.” Motion carried.
- Assembly 2013
1. Moved and seconded that “the voting procedures as explained by accepted.” Carried.
 2. Moved and seconded that “the Assembly 2012 Minutes be accepted as presented.”
 3. Moved and seconded that “the election process be accepted.” Carried
 4. Moved and seconded that “we accept the 2014 budget as proposed. Carried.
 5. Moved and seconded that “we accept the changes to the LDC History and Charter as proposed with amendment to the date.” Motion defeated.
 6. Moved and seconded that “the LDC Charter be amended to remove the term BOD Board of Directors and add Literature Office Committee (LOC) the change to be dated Assembly 2013.” Carried.
- AWSC 2014
1. It was moved and seconded “that we accept the voting procedures as explained”. Motion carried.
 2. It was moved and seconded that “we approved the 2012 AWSC Minutes as amended.” Motion carried.
 3. (Amendment pg. 4.... “in 2012 (\$1500 in 2011”...)
 4. It was moved and seconded that “the proposed budget for 2015 be forwarded to Assembly 2014 for approval.” Motion carried.
 5. It was moved and seconded that “the Open Lines be reduced from 4 publications a year to 3 publications a year.” Motion carried.
- Assembly 2014
1. Moved and seconded that, “the voting procedures as explained, be accepted”. Carried.
 2. Moved and seconded that, “the Assembly 2013 Minutes be accepted as presented.” Carried.

3. Moved and seconded that, “the election process be accepted.” Carried.
 4. Moved and seconded that, “we accept the 2015 proposed budget as presented.” Carried.
- AWSC 2015
1. Moved and seconded , “that we accept the voting procedures as explained”. Carried .
 2. Moved and seconded, “that we approve the 2014 AWSC Minutes as written”. Carried.
 3. Moved and seconded, “that the proposed budget for 2016 be forwarded to Assembly 2015 for approval”. Carried.
- Assembly 2015
- 1: Moved and seconded that, "the voting procedures as explained be accepted" Carried.
 2. Moved and seconded that," the Assembly 2014 Minutes be accepted as presented". Carried
 3. Moved seconded that “Ontario South accept the 2016 budget as presented." Carried.
 4. Moved and seconded that, “Section 7A - 4 of the Trillium Charter be amended to state, ‘Trillium will be held at a date determined by the Trillium committee’.”
 5. Moved and seconded that, “the motion be amended to read, ‘that Section 7a-4 of the charter “Trillium will be held at a date determined by the Trillium committee”. It will be a three day convention. Vote: The amendment was passed with a simple majority.
 6. Moved and seconded that, “the amended motion read ‘that Section 7a-4 of the charter. “Trillium will be held at a date determined by the Trillium committee”. It will be a three-day convention. Discussion held again at mic for members present to present thoughts and questions. Vote: The motion was passed with a simple majority.
- AWSC 2016
1. Moved and seconded that, “we accept the voting procedures as explained”. Motion carried.
 2. Moved and seconded “that we approve the 2015 AWSC Minutes as amended”. Motion carried.

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3. Moved and that, “the proposed budget for 2017 be forwarded to Assembly 2016 for approval.” Motion carried.
- Assembly 2016
1. Moved and seconded, “that the proposed budget for 2017 be adopted by Ontario South Assembly 2016”. Motion carried.
 2. Moved and seconded that, “Ontario South Assembly continue to maintain a Literature Distribution Centre.” Motion carried
 3. Moved and seconded that, “The Literature Operating Committee adjust literature prices to more accurately reflect the actual cost to LDC.” Motion carried.
 4. Moved and seconded the, “The LOC invite expressions of interest that invite Al-Anon members, on a voluntary basis to a) house a literature office b) operate the LDC in keeping with our 7th tradition”. Motion defeated
- AWSC 2017
1. Moved and seconded that, “we accept the voting procedures as explained”. Motion carried
 2. Moved and seconded that, “we approve the 2016 AWSC minutes as amended”. Motion carried
 3. Moved and seconded that, “the proposed budget for 2018 be forwarded to Assembly 2017 for approval”. Motion carried
 4. Moved and seconded that, ”the Trillium Charter be amended to allow a three year trial period where Trillium could be held in any part of Ontario South and forwarded to the agenda at Assembly 2017 for approval”. Motion carried
 5. Moved and seconded that, “a discussion on expanding the eligibility requirements be placed on the agenda at Assembly 2017”. Motion defeated
 6. Moved and seconded that, “the proposed eligibility requirements for the Advisor position be expanded to include past executive members in the past two terms”. Motion carried.
- Assembly 2017
1. Moved and seconded, that “the Voting Procedure be accepted as presented”. Carried
 2. Moved and seconded that “the Assembly 2016 Minutes be accepted as presented.” Carried

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3. Moved and seconded that “the proposed budget for 2018 be adopted by Ontario South Assembly 2017.” Carried
 4. Moved and seconded that “The Trillium Charter be amended to allow a three year trial period where Trillium could be held in any part of Ontario South with the option of having it for less than three days.” Carried
- AWSC 2018
1. Moved and seconded that the voting procedures be accepted as explained. Motion carried.
 2. Moved and seconded that the minutes from AWSC be accepted as submitted. Motion carried.
 3. Moved and seconded that only District Representatives have a vote at 2018 AWSC meeting for the Ontario South Candidate for the Canada Central Regional Trustee. Motion Carried
 4. That the proposed budget for 2019 be forwarded to Assembly 2019 for approval. Motion carried.
 5. That the practice of voting for our candidate for Regional Trustee take place at AWSC instead of Assembly be tabled to Assembly 2018 for discussion. Motion carried.
- Assembly 2018
1. Motioned and seconded that the voting procedures be accepted as outlined. Motion carried.
 2. Motioned and seconded that the minutes from 2017 assembly be accepted as written. Motion carried
 3. Motioned and seconded that the 2019 budget be approved as presented. Motion carried.
 4. Motion that the Ontario South practice of voting for Regional Trustee candidate take place at AWSC instead of at Assembly. Motion defeated.
- AWSC 2019
1. Motion the approved budget for 2020 be forwarded to the 2019 Assembly for approval. Motion 2nd.
 2. Motion was amended: with reference to Budget 2020 that we eliminate any reference to the TEAM amount before sending to Assembly. Motion 2nd and carried.

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3. Moved to resubmit Jane's application for Regional Trustee Candidate approved @ AWSC 2018. Motion 2nd and defeated.
 4. Move to conduct an electronic survey of our groups allowing the opportunity for groups to vote on the Canada Central Trustee candidate presented to this AWSC (this to be considered an emergency one time situation) Motion 2nd and defeated.
 5. We take the DRs who brought their GR vote to the table that made a majority vote and the DRs who were given autonomy to vote on behalf for their GRs as one vote, in favour or not in favour and vote today. Motion 2nd and defeated.
 6. That the decision of whether or not there be a Country Store at assembly during voting years be sent to assembly 2019 for discussion. Motion 2nd and carried.
- Assembly 2019
1. That the Ontario South practice of holding the Country Store at voting year assembly be discontinued. Motion 2nd and carried.
 2. That the proposed budget for 2020 be adopted by Ontario South Assembly. Motion 2nd and carried.
- AWSC 2020
1. Motion to accept the voting procedure as explained. Motion 2nd and carried.
 2. Motion to adopt the 2019 minutes as amended. Motion 2nd and carried.
 3. That the proposed budget for 2021 be forwarded to Assembly 2020 for approval. Motion 2nd and carried.
 4. That the Assembly 2020 consider and discuss submitting a request to host the "Road Trip! You and Your Board Connect" in October 2022. Motion 2nd and carried.



BACKGROUND ON DATES AWSC is usually held late May or early June. Assembly is usually held late October or early November. Executive meetings are held throughout the year as needed. In some years motions were numbered, in other years they were not. Some motions may seem to be incorrectly numbered, however there are still motions from past years in the current motions.

INTRODUCTION Motions listed here are maintained for historical/research value. Where possible the date or explanation is shown in italics.

These motions have either:

- Been a one time action that has been taken.
- Had a specific time frame that has been met (EG Annual Budget or applied to one term).
- Were for a trial period that at a later date was reaffirmed, or discontinued.
- An action that is no longer practical and is not a current practice though not formally acknowledged as obsolete.
- Related to a process that is now an established procedure. (EG Budgeted Items, motions for specific events like Assembly).
- Motions that have been revisited and *Superseded* by a later motion.
- Motions from AWSC that subsequently were presented to Assembly.
- Motions related to specific service positions have been integrated into job responsibilities in Section 2.

Defeated motions have not been recorded except two motions in 2004 related to Alateen.

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| May 6, 1967 | Past Delegate to be Chairman. Suggested at W.S.C. and adopted by Ontario South. <i>Superseded Oct 1995</i> |
| October 21, 1967 | Immediate past Delegate to be retained as honorary member or Advisor. <i>Superseded Oct 1986</i> |
| May 24, 1969 | Ontario South would support Ontario North in supplementing their expenses to New York. |
| January 9, 1971 | Assembly will pay standard transportation, standard accommodation (if no billets are available) and moderate meals to Committeemen and Speakers that are brought in when attending Assembly. <i>No longer a current practice.</i> |

January 13, 1973	Assembly would keep the outgoing Delegate, usually the Chairman, and the 2 previous Delegates as advisory members. 3 past Delegates on Assembly Executive. <i>Superseded Oct 1986</i>
January 13, 1973	Area numbers suggested to be changed and the 1st Workshop was opened to all DR's May 26, 1973.
May 25, 1974	2 DR Workshops per year. <i>Now part of agenda preparation.</i>
January 11, 1975	Executive to take main speaker of Ontario Regional Conference to lunch. <i>Superseded May 1994</i>
September 11, 1976	20 of 23 Districts voted to have a Central Office with a 5 man governing Board of Directors. <i>Office operation reaffirmed Oct 2001, BOD see latest LDC Charter Section 9</i>
November 6, 1976	2. A GR of her group stays on when elected DR.
January 8, 1977	1. DR's expenses to be paid by Assembly but Alternates are responsible for their own expenses. <i>Unclear which expenses</i> 2. Ontario Central Office phone number to be included in the Toronto meeting list.
October 1, 1977	1. To have a tape library administer by Central Office. 3. Because Assembly Day is the 1 day a year that we have to discuss business with all the GR's and DR's in attendance, if necessary, half the day would be devoted to business. <i>Superseded June 1980</i> 4. No A.I.S. liaison would be seated at Assembly. <i>Superseded May 1993</i>
January 14, 1978	Any expenses incurred by the Delegate while attending the Ontario Regional Conference would be paid by Assembly. <i>Superseded May 1994</i>

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- June 3, 1978 To re-number Districts from East to West. *Superseded Sept 1978*
- September 16, 1978 1. To give \$100.00 to the new Delegate to cover excess expenses at the W.S.C.
3.A stamp be bought for Assembly use for name tags.
W.S.C. *Now part of budget approval process*
- January 6, 1979 1. Each Officer receives an advanced sum of money to cover incidental expenses in the course of their duties. *Superseded Jan 1982*
2. Ontario Assembly pays to house literature for Ontario Regional for 2 nights. *Superseded May 1994*
W.S.C. Now part of budget approval process
- October 27, 1979 To send \$1,000 to Ontario North as they were having a financial struggle.
- November 10, 1979 To eliminate the literature table at the Ontario Regional Conference due to its poor location in relation to the AI-Anon functions. *See Feb 1992*
- January 10, 1980 Assembly pays registration for AI-Anon to Ontario Regional Conference. *Superseded May 1994*
- March 30, 1980 1. Thank you notes are to be sent to chairpersons and speakers at Ontario Regional Conference by person who asked them. *Superseded May 1994*
2. To send Delegate (Mary C.) to Banff Regional Service Seminar. (1st in Canada)
- June 7, 1980 1. Last names are to be used at this level of service.
2. Unanimously agreed to make our Workshop a 2-day affair *Re-affirmed Oct 1987*
3. Edythe D. was asked to be Ontario South's Archivist.
- November 23, 1980 1. Hospitality room is to be open on Friday night at the Ontario Regional Conference. *Superseded May 1994*

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2. Groups will pay for DR's meals at Workshop and Assembly will pay for transportation and accommodation. *Superseded Feb 1992*
- September 17, 1981 Mileage - 25 cents/mile – Executive
Superseded Jan 1988
- 20 cents/mile – Assembly
Superseded Jan 1988
- October 31, 1981 All group changes will be sent to Central Office. *Group Records Coordinator established June 2002*
- January 1982 \$100.00 be given as an advance to all Executive Officers to cover initial expenses. *Not practiced*
- February 20, 1982 1. The Open Lines Editor be given \$250.00 to consolidate expenses and make breakdown easier for the Treasurer. *Now part of budget approval process*
3. Ontario South would increase "love gift" to Delegate to \$200.00 Cdn. *Now part of budget approval process*
4. Ontario South pays for Delegate to attend R.S.S.
5. Three missed Executive meetings and you are automatically relieved of your duties.
6. Ontario South has 3 past Delegates as Advisors. *Superseded Oct 1986*
- May 14, 1982 It is the Delegate's prerogative to choose her Advisors. *Reaffirmed Oct 1986.* As Betty L. resigned, Ede D. accepted the request to become Ontario South's third Advisor.
- August 14, 1982 1. OSA has the right to submit names for Al-Anon's main speaker at the Ontario Regional Conference. The Delegate finalizes the decision, makes contact and all arrangements with the chosen individual. *Superseded May 1994*

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2. Ontario South to purchase film “Professional Organizers for Professional Organization” at a cost of \$30.00.
- April 1983 All Coordinators reports are to be printed and handed out to DR’s and Executive.
- June 11, 1983 To re-arrange the numbers and re-distribute the groups in Ontario South.
No follow up action can be traced - outdated
- August 17, 1983 A charge of \$2.00 per year for personal Open Lines subscriptions. *Superseded Oct 1985*
- April 1984
1. All Alternates that accompany their DR’s have their lodging only (4 to a room) paid by Assembly. *Not clear which event and not current practice*
 2. Those that had submitted resumes prior to Assembly, are eligible to stand for the position of Delegate. *Reaffirmed Oct 2007*
 3. To give our Delegate a “love gift” of \$200 U.S. to attend W.S.C. *Now part of budget approval process*
- November 24, 1984 \$25.00 to be given to the Alateen Coordinator to be used towards the lunch for the Sponsor’s Meeting at the Ontario Regional Conference. *Superseded May 1994*
- March 24, 1985 The Delegate appoints a C.P.C. Coordinator. *Now Public Outreach Oct 1999*
- October 19, 1985 Personal subscriptions for Open Lines is \$3/yr or \$5/2 yrs. *Superseded June 1987*
- October 18, 1986 Eligibility re Advisors:
A past Delegate who has completed a three year term and/or past Assembly Chairman who has completed a three year term. Preference will be given to persons who have served full terms in both capacities.

Number of Advisors:

3 2 (sheet shows 3 with a hand entered strike through and a 2)
And written note: Selection: Delegate invites 2 people from those who are eligible to act as advisor.

~~Term of Office:~~ 2 to 3 year terms (sheet shows crossed off by hand)

Voting:

Advisors have **no** (no has strike through with 'voice but no' entered by hand) vote at Assembly, AWSC meetings or AWSC executive meetings. *Slightly amended and restated Oct 1997*

Assembly Chairman Eligibility:

The outgoing Delegate and DR's (incoming and outgoing) nominated from the floor. *Superseded Oct 1995*

Delegate Eligibility:

Outgoing DR's, Incoming DR's and Outgoing Coordinators. *Superseded Oct 1995*

October 18, 1986

Edythe D. becomes and Honorary Advisor.

April 4, 1987

1. Copies of all letters written on behalf of the Executive are to be mailed to all members of the Executive and Advisors; also a copy of any response to letters.

2. Full registration (including banquet) be paid by OSA for the Ontario Regional Conference Al-Anon liaison and co-liaison. *Superseded May 1994*

June 13, 1987

1. Open lines personal subscription to cost \$3.50/year and \$6.00/2 yrs.

2. All DR's to ask GR's for their groups' support in donating \$10.00 (if possible) towards a computer for Central Office.

October 17, 1987

1. The Delegate's Report on the W.S.C. be given formally once each year, at the Assembly. Any District or group of Districts could invite the Delegate to their region to give the report, but must pay the Delegate's expenses. *Not practiced*

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4. That the Annual Assembly meeting of Ontario South be a two-day meeting, with business conducted on Saturday and Sunday on a 3 year trial basis. *Reaffirmed June 1990*
5. That the agenda for the Assembly meeting be arranged, so that all major business items requiring the vote of the Assembly be dealt with during a single day. In this way, the group conscience of each represented group may be expressed, including those groups whose GR's can only attend for one day. *Reaffirmed Nov 1991*
6. That we donate \$500.00 in January 1988 to R.S.S. to be held in Halifax in June.
- November 28, 1987 That Assembly pays for full registration (including banquet) for Alateen liaison to Ontario Regional Conference. *Superseded May 1994*
- January 31, 1988 1. That the Board of Directors will consist of five members. These will be the Delegate; the Past Delegate (to serve as Chairman of the Board); a third member – by preference the preceding Past Delegate; failing that, the Chairman of Assembly; failing that, a current DR elected from the A.W.S.C body. Two current DR's elected from the AWSC body at the first AWSC meeting following each election Assembly. *See latest LDC Charter Section 9*
2. That the Executive earmark \$2,000.00 for all possible Coordinators' activity expenses support for the calendar year and that each Coordinator be asked to present their plan of action and proposed budget to the Executive by March 15, 1988. Note; Travel to AWSC meetings and Ontario South Assembly is not included in the above. *Now part of budget approval process*
3. The Alternate Delegate assumes the responsibility of Forum Coordinator. *See Section 2A, 6. Alternate Delegate*
4. That the Alternate Delegate simultaneously serve as Alternate Chairman. At all time the Alternate Delegate is Alternate Delegate first, Alternate Chairman second; and Assistant Chairman on a time available basis. *See Section 2A, 6. Alternate Delegate*
- March 26, 1988 That a cash float of \$25.00 be sent to each active Coordinator, with details and receipts of expenditures to be forwarded to the

Treasurer for replenishments. In addition, prior approval from Delegate should be obtained for any single activity over \$50.00

Superseded Feb 1991

March 27, 1988

1. Registration fee for AWSC for May 1988 be increased to \$13.00.

2. So that new Executive members may have copies of Minutes from the preceding term, the Secretary shall send 2 copies of Minutes of each Executive Meeting to each Executive member. One complete copy to be handed on to the successor to each position. *Not a current practice.*

August 27, 1988

3. That the draft guidelines for the Ontario Regional Conference committee be adopted for a year, with complete review with the committee as soon as possible after the 1989 Conference. *Superseded May 1994*

October 1988

To look into having own conference.

December 3, 1988

1. That the Executive hold 5 Executive meetings per year – January, March, May or June, August and November.

Superseded Feb 1992

2. For Assemblies, a non-refundable deposit, but transferable with paid preregistration will be requested. *Not a current practice.*

March 12, 1989

That the prepared draft of the resume for Delegate be presented at the AWSC meeting. *Superseded May 1994*

June 3, 1989

An amendment be made to the original motion (that the Executive make the decision re the boundaries and take the recommendation to AWSC) that the Executive appoint an Ad Hoc Committee to study District boundaries of the entire area and make recommendations for change where required. *No action can be traced.*

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- June 24, 1989 Jerry S. to form a committee to look into the boundaries of Ontario South and bring back to Executive. *Some progress made but no action can be traced.*
- November 12, 1989 That the words “special training” be removed from the Delegate’s resume. *Superseded May 1994*
To proceed with setting a proposal on paper to have own Al-Anon Convention. To be presented to Executive in April brought to AWSC in June and back for final approval of Assembly in October 1990.
- February 13, 1990 That the Assembly bid form and the Assembly registration form be accepted and used henceforth. See Section 10 – Forms & Miscellaneous topics.
- June 9, 1990 1. That the incoming/outgoing DR’s be eligible to stand for Secretary/Treasurer and Alternate Delegate if so desired. *Superseded Oct 1995*
2. That the Assembly include an adequate number of DR’s on new Executive. *Superseded Oct 1995*
- June 10, 1990 2. Unanimous to continue with a 2 day Assembly. *To Assembly Nov 1990*
3. An Alateen observer can be part of AWSC meeting with voice and no vote on a 3-year trial basis. *Superseded Nov 1993*
4. Alateen Coordinator to bring Alateen observer to meeting. *Superseded Nov 1993*
- August 25, 1990 Assembly Host Committee Guidelines were accepted. *See Section 5B Host Committee Guidelines*
- November 10, 1990 1. That we include northern groups into our Assembly area *not current.*
2. We forward \$500.00 towards RSS to be held in Quebec City.
3. That OSA establish and sponsor an annual Ontario South Al-Anon Family Group Convention for a 3 year trial period. *Reaffirmed Oct 1994*

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6. That we allow the AWSC to make a decision on where the Assembly will be held according to bids received.
 7. That the OSA Executive formulate an open ended questionnaire to be sent to all groups which did not attend this Assembly, asking why they did not send a representative.
 8. That all voting at future Assemblies be held by show of coloured cards. *Not current practice.*
 9. To continue with a 2 day Assembly *not current*
- February 9, 1991
1. We hold our Ontario South Al-Anon Convention for the coming three years in late June.
 2. Two to three geographically selected Coordinators be appointed for CPC/PI/Institutions. *Superseded Oct 1999*
 4. A Convention Coordinator/Chairman be recognized and appointed with full status as other Coordinators at this level of service, with voting privileges at AWSC the year preceding his/her convention. *To Assembly Nov 1991*
- June 8, 1991
1. If it becomes more economical in the next few months, it was motioned to lease/purchase a copier.
 2. The 1992 Convention shall be held within the Toronto area, as suggested by the Executive.
 3. Our 1993 Trillium Convention will be held at the same time and place as the AA 50th Anniversary celebration.
- June 9, 1991
1. Ontario South ratified Rick J. as our 1992 Trillium Convention Chairman.
 2. (First part of motion still valid see current motions)
Successful nominee – Nancy M. who will Co-Chair 1992 and Chairman in 1993.
- November 2, 1991
1. Ontario South to host an RSS in August 1993.
 3. The position of Chairman of the Ontario South Al-Anon/Alateen Trillium full Coordinator status for the duration of the Trillium Convention trial period. *Superseded May 1992*
 4. To hold our 1994 Trillium Convention a location other than Toronto. *Superseded Nov 1992*

- February 2, 1992 Registration fee for AWSC for May 1992 be increase to \$25.00.
That the Ontario South Executive meet 4 times a year – 1 in the first quarter of the calendar year; 1 in conjunction with AWSC; 1 in between AWSC and Assembly; and 1 at Ontario South Assembly. Supersedes motion dated December 3, 1988. *not current*
That all cases where the Assembly has a responsibility to have Al-Anon literature displayed at a conference/convention, the Host Committee will provide the capability to display/sell/protect the inventory. All literature will be provided by the C.L.O. on consignment with a return accepted for unsold literature that is returned in sellable conditions. *Not current*
That all DR's will be provided room and all meals upon arrival at AWSC. All travel costs and registration will be the responsibility of each District. *See Equalization of travel costs - latest motion Oct 2001*
- May 1992 1994 Trillium be held in Toronto since no successful bid from a district outside Toronto has been received prior to May 1, 1992 by the Chairperson of the Assembly.
That OSA Executive endorse the 1994 Trillium Convention Chairperson from those nominated by the 1993 Trillium Chairperson.
- November 14, 1992 The 1994 Trillium Convention will be held in Toronto since no bid from a district outside Toronto was received by May 1992 by the Assembly Chairman.
A trial budget process for 1992, 1993 and 1994 be adopted.
The proposed Charter for the Ontario South Literature Office (ALO) be adopted. *See latest LDC Charter Section 9*
- January 23, 1993 The Executive request the Delegate to write the five DR's whose districts comprise the Toronto AIS and document to them the inconsistencies with the AlAnon Service Manual that presently exist. Having done that the Delegate shall request the DR's to solicit from their groups group consciences declaring the group's desires of how or even whether the AIS must continue. Having received this knowledge, the DR's shall be

requested to respond back to the Delegate. A report shall then be made to the Area Executive.

AIS Liaison/Chairman of AIS's serving more than one district be seated with voice and vote in AWCS and AIS Liaison/Chairman of AIS's serving more than one district be seated with voice and no vote at Assembly unless they are also a GR. *Superseded on Oct 2000*

The Unity Committee of Alateen be recognized as an AIS of Ontario (S) Assembly, and if and when required Ontario (S) funds be made available to copy and mail the Alateen Newsletter "Reaching Out" to all Al-Anon Groups in Ontario South. *Rescinded May 2001*

May 15, 1993

Motion to be tabled and voted on at Assembly '93

1.a) that AIS liaison (Chairman) of AIS's serving more than one district be invited to become full voting members of AWSC. b) that the Assembly motion of October 1, 1977 regarding "No AIS liaison would be seated at assembly: be rescinded and that AIS liaison (Chairman) of AIS's serving more than one district be seated at Assembly, with vote ONLY if they are also a GR. *To Assembly Nov 1993*

2.a) that the Alateen Unity Committee be recognized as an AIS of Ontario (S) Assembly and that the Chairman be invited to become a full voting member of AWSC. This Chairman would also be seated at Assembly with vote ONLY if the position of GR is also held. *To Assembly Nov 1993*

b) that the Ontario (S) Assembly provides the funds and resources needed to copy and mail the Alateen newsletter "Reaching Out" to all Al-Anon groups in the Area. *To Assembly Nov 1993*

3.a) that the proposed 1993 budget be approved.

b) that the proposed 1994 budget be approved.

November 6, 1993

2. a) that the Alateen Unity Committee be recognized as an AIS of OSA and the chairperson be invited to become a full voting member of AWSC. This chairperson would also be seated at Assembly with vote, ONLY if the position of GR is also held. *Rescinded Oct 2001*

That Margaret M. be selected at the 1993 Regional Trustee candidate from OSA.

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- November 7, 1993 That the Delegate resume be simplified with guidelines, & to be taken to AWSC1994. *Approved May 1994*
- That all previous conference motions regarding qualifications and election of all offices be reviewed and antiquated into a proposal to AWSC 1994. *Finalized Oct1995*
- May 28, 1994
1. That Districts 12 & 13's bid to host the 1995 Assembly in Niagara Falls be accepted.
 2. That volunteers be sought for appointment as Alternate Coordinators in Ontario South Area with automatic move to full Coordinator status in the event of resignation of the Coordinator during the three year appointment. *To Assembly Oct 1994*
 3. that the attached amended Al-anon/Alateen Ontario South regional Trillium Convention Evaluation Plan and Questionnaire be approved.
 4. That the Eligibility Proposal presented here be adopted and used to guide all our Ontario South members wishing to serve in any Area Level positions....with amendment that states...“that this motion be formulated by this AWSC and passed to the 1994 Assembly as an informational item, that will be readdressed at the 95 AWSC and presented to the 1995 Assembly for approval or disapproval”. *Finalized Oct 1995*
 5. That the AWSC approve for forwarding to the 1994 Assembly a motion proposing that future (after 1994) Assembly Host Committees undertake to provide for taping the Speaker at lunch on Saturday and the Spiritual Panel on Sunday morning. *Not a current practice*
 6. That the Al-Anon/Alateen Ontario South Area ask AIS Toronto to assume the responsibility for ORC support. *Now a current practice*
 7. That the AWSC approve and forward to the 1994 Assembly for action, the following changes to the Charter of the Literature office. *See latest LDC Charter Section 9*
 8. That the attached Area Officer Resume Form be approved by the AWSC and tabled for approval of the 1994 Assembly. *To Assembly Oct 1994*
- October 15, 1994
1. That volunteers be sought for appointment as Alternate Coordinators in Ontario South Area with automatic move to

- full Coordinator status in the event of resignation of the Coordinator during the three year appointment. No follow up action could be traced, *not a current practice*
2. Amendment to the ALO Charter *See latest LDC Charter Section 9*
3. That the new Area Officer Resume Form be approved. *See Section 10, Forms and Miscellaneous Topics*
- October 1994
4. Trillium Convention (results of evaluation available in Assembly minutes)
- A) Should Trillium continue? Yes
- B) Move from Toronto? No *Superseded by AWSC 2017*
- May 27, 1995
- Eligibility Proposal motion (for approval and tabling at Assembly 1995:
1. that “item 4 be removed”
 2. that “added to #6, the position of Delegate, Alternate Delegate, Chairman, Treasurer and Secretary are open to incoming DR’s, outgoing DR’s and any other member who has served a full three year term at any Area level service position and has remained an active Group and Service member”.
 3. that #7 be deleted, (as this would eliminate any willing Al-Anon members including District Coordinators i.e. P.I., Alateen etc. from being able to serve at the Area level until they have served as GR to get to the Area level of DR.
 4. that we keep ONLY #6 (now #5) “The Delegate, Alternate Delegate, Chairman, Treasurer and Secretary are open to incoming DR’s and outgoing DR’s as well as any other member who has served a full three year term in any Area level Service position and has remained an active group and service member.
 5. that “we propose as a motion for the Assembly to decide the following words...” The positions of Delegate, Alternate Delegate, Chairman, Treasurer and Secretary are open to incoming DR’s and outgoing DR’s as well as any other member who has served a full three year term in any Area level Service position and has remained an active group and service member...that this motion, if passed by the Assembly, will be the only criteria for eligibility”. *All these points are related to eligibility which was finalized Oct 1995*

May 28, 1995	<p>That the Discussion Paper on Staggered Elections be forwarded to the 95 Assembly for discussion.</p> <p>The proposed 1996 budget was approved.</p>
October 1995	<p>2. The proposed 1996 budget was approved.</p>
May 24, 1996	<p>To accept the 1997 proposed budget.</p> <p>To accept Rose F. as the Chairperson for the 1997 Trillium Convention.</p>
November 1996	<p>No motions in minutes</p>
June 7, 1997	<p>To accept the 1998 budget</p> <p>To have a Country Store at the 1997 Assembly with funds raised to be given to the Area Literature Office.</p> <p>To amend the Eligibility Criteria for Advisors dated October 18, 1986</p> <p>To: "A newly elected Delegate invites 2 people from those eligible to serve as Advisor for a three year term, keeping in mind rotation of office." <i>To Assembly Oct 1997</i></p> <p>To pursue the idea of yearly calendars to be sold through the Area Literature Office.</p> <p>To do research into Ontario South having a web site to be brought to Assembly in 1998.</p> <p>That the re-election for Alternate Delegate be restricted to the original 7 candidates who stood.</p>
October 4, 1997	<p>1. To accept the proposed 1998 budget.</p> <p>2. Amendment to Eligibility of Advisors: A past delegate who has completed a 3 year term and/or past assembly chairman who has completed a 3 year term. Preference will be given to persons who have served full terms in both positions. Number of advisors – 2. Selection: A newly elected Delegate invites 2 people, from those eligible to serve as Advisor for a 3 year term, keeping in mind rotation of office. Advisors have voice but no vote at Assembly, AWSC meetings or Executive meetings. <i>Not current</i></p>

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3. To accept the Area Literature Office charter as amended. Hereafter to be known as the Ontario South Literature Distribution Centre. The Office Manager will attend all board meetings with voice but no vote. *See latest LDC Charter Section 9*
- May 30, 1998 To accept proposed 1999 budget. *To Assembly Oct 1998*
The AI-Anon calendar be produced and printed for sale at the 1998 Assembly at the cost of \$3.00 per calendar.
A committee be named and advanced a cash float from Ontario South Assembly to cover production costs of the calendar.
The equalizing of travel costs to AWSC be assessed by the number of group in each district and billed to the district.
Superseded May 2001
- May 1998 Open Lines publishing dates to be moved to February, May, August and November to facilitate more effective use of Open Lines for preparing for AWSC and Assembly. *Not current*
- October 1998 1. To accept the proposed 1999 budget increasing the Open Lines budget to \$900 from \$800, per issue.
2. To implement an equalized cost distribution system for DR's to travel to the AWSC meeting where each district contributes \$4.00 per group per year. *Superseded May 2001*
To have a calendar for the year 2000 to be used as a fundraiser.
- May 14, 1999 Motion to amend the year 2000 proposed budget to show \$20,843 in group donation to reflect a balanced budget. *To Assembly Oct 1999*
- October 22, 1999 To accept the 2000 proposed budget
- May 27, 2000 To accept the 1999 AWSC minutes as amended.
To hold the 'Country Store' on the turn over years as before, done through donations and volunteers. *To Assembly Oct 2000*
Accept the 2001 Budget. *To Assembly Oct 2000*

That we support the raffle of the Cross Stitch and we reimburse the material/cost of the Cross Stitch.

That the fundraising event for the year 2000 be the raffle of four items. These items are: Cross Stitch with the Serenity Prayer, Conference Approved Literature Package, and LDC Literature Distribution Office Gift Certificate and a Registration for Trillium 2001. The process would be:

- a. Method of Distribution: An order form would be distributed to DR's to be completed and dollars collected prior to Assembly. Tickets would also be available at Assembly.
- b. Cost \$2.00 per ticket or three tickets for \$5.00
- c. Draw Saturday, October 21, 2000 after dinner.

We accept all AIS Chairpersons to attend our AWSC meetings, but that the cost of their attendance to be covered by the districts they represent. *To Assembly Oct 2000*

October 21, 2000

We extend the time for donations to be received by November 30, 2000, so each GR can take back to their group this information for further discussion.

December 1, 2000, pick the 'winning' group ticket by at least 3 members of the Ontario South Executive and advise the group through the DR. The group has up to May to receive the gift.

OSA will support 15% of the Literature Office's expenses to cover the office manager's time spent on OSA administrative tasks. *Superseded Nov 2002*

The 2001 OSA budget be accepted as proposed.

The original motion was divided into two parts:

A quilt be designed as a fundraiser and a 50th Anniversary project.

Fundraiser – group ideas – be bought for a nominal fee.

May 26, 2001

To accept the 2000 AWSC Minutes.

The Quilt be kept as a memento of 50 years and brought to area Assembly each year after to show what members have made.

To Assembly Oct 2001

That the motion 2. (a) from AWSC May 15, 1993 & Assembly Nov. 6, 1993, be rescinded. The motion stated "That the Alateen Unity Committee be recognized as an AIS of OSA and

that the Chairman be invited to become a full voting member of AWSC. This Chairman would also be seated at Assembly with vote ONLY if the position of GR is also held.” *To Assembly Oct 2001*

That the Incoming Chairperson of the Alateen Unity Committee be invited to attend the AWSC preceding the Unity Conference with voice and vote, and the Assembly after the Conference with vote at Assembly only if a GR. *To Assembly Oct 2001*

To accept the 2002 Budget.

Equalization payments to continue being contributed “per group” for mileage.

Dollar Amount to be set by Ontario South Executive *To Assembly Oct 2001*

May 27, 2001

A picture of our quilt go to WSO. Quilt be kept here. *To Assembly Oct 2001*

Where as Lina T. and Penny F. due to personal reasons are stepping down and where as they served in good faith, the membership in attendance of the 2001 OSA wishes to express it’s utmost gratitude to these ladies for their time of service.

July 7, 2001

That we make a presentation to Lynn, LDC Office Manager, for recognition of the 16 years she has given to OSA in service at LDC. This action was not taken.

As recognition to Lynn, Office Manager, LDC for services rendered from Oct. 1985 to 2001 (16 years), OSA purchase gold jewellery with engraving at a value of \$150.00 *This action was not taken.*

The LDC Office Manager attend RSS at the expense of OSA.

That the Public Outreach Coordinator be allotted an amount of \$100 US to purchase September issues of the Forum for National Recovery Month project.

October 27, 2001

2. A professionally photographed picture of our quilt go to WSO. Quilt to be kept here.

3. That the motion 2. (a) from AWSC May 15, 1993 & Assembly Nov. 6, 1993, be rescinded.

6. To terminate the LDC in it’s current location and re-open it as a home office, in the office manager’s home, for a trial period of one year. *Superseded Nov 2002*

8. That the 2002 OSA budget be approved.

November 2001

That we change the deadline for issue four of Open Lines to mid November with a December 1st publication date. *Partially amends Oct 1998*

June 1, 2002

OSA increase the Coordinator positions to include a new position titled "Group Records Coordinator". *To Assembly Nov 2002*

The payment of 15% of operating expenses coming from OSA be discontinued effective January 1, 2003. *To Assembly Nov 2002*

That we withdraw Trillium Convention for 2005 in order to participate in the AA International Convention being held in Toronto of the same year. *To Assembly Nov 2002*

Coordinators will work with one-third of the districts each year on a project that addresses each Co-ordinator's service responsibilities for a three-year trial period. *To Assembly Nov 2002*

November 2, 2002

2. OSA keep the LDC operating for a period of the next three (3) years in it's present location. *Reaffirmed Oct 2005*

4. That we withdraw Trillium Convention for 2005 in order to participate in the AA International Convention being held in Toronto of the same year.

5. Coordinators will work with one-third of the districts each year on a project that addresses each Co-ordinator's service responsibilities for a three-year trial period. *Superseded AWSC 2005*

May 31, 2003

That the proposed budget for 2004 be accepted. *c*

The OSA Executive explore the possibilities and ramifications of Open Lines being sent electronically to members, and report back on the progress of their research at AWSC 2004.

We budget and allocate funds for a one time fixed asset expense of a new computer with the latest operating systems, software & virus protection that will be assigned to the new Records Coordinator Position.

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- November 2, 2003 That the votes of abstention be recorded as ‘abstention’ and not as a “No” vote.
- AWSC 2004 That the Proposed Budget for 2005 be accepted. *To Assembly 2004*
- That we accept parts 1 & 2 of the withdrawn motion that deals with Alateen Service, Alateen Safety and the safety of Alateen Sponsors. *To Assembly 2004*
- (Part 1 OSA establishes area level guidelines for Al-Anon members who are involved in Alateen Service. Part 2 That the area level guidelines for Al-Anon members who are involved with Alateen service must include: the 6 points outlined by the Trustees as the minimum safety and behaviour requirements; what service positions are identified as those who are involved with Alateen service; and the process & procedures for an Al-Anon member to become certified as meeting the area level guideline requirements.)
- That the AWSC strike and ad-hoc committee to draft Minimum Safety and behavioural Standards for Ontario South.
- To adopt part 4 of original motion: First draft of the aforementioned proposal sent to all AWSC members for review and feedback: by August 1st, 2004. Second draft sent to all AWSC members for feedback and approval by Sept. 15, 2004.
- Final draft sent to all GR’s for approval at Assembly as soon as possible. Prior to being sent to GR’s it should be sent to a Lawyer for approval. That the draft be presented to the OSA Executive prior to going to the lawyer then as a motion to the GRs at Assembly. *To Assembly 2004*
- Direct the OSA Executive to establish an ad hoc committee to review all Assembly motions, procedures and other relevant Executive decisions and compile and format them into an Area manual. *To Assembly 2004*
- Assembly 2004 Amendment 1 to Motion 1: moved to amend the budget motion to include \$2000.00 for Alateen Guidelines committee expenses".
- Amendment 2 to Motion 1: that "we sponsor our Delegate to attend the AA International Convention on our behalf, and include this expense as part of the Delegate's expenses to attend Conferences in 2005 (\$750.00).

1. To approve the 2005 budget.

3. Motion to approve the minimum guidelines (SAM) as proposed by WSO.

2 amendments were brought forth.

Amendment 1 that "in order that AI-Anon practice "due diligence", I move that in addition to the guidelines for sponsor for Alateen in Service Manual 2002-2004 p.31, that each sponsor provide a. police background check.

Amendment 2 "that for an Alateen meeting to proceed, there be 2 Alateen sponsors present". **Defeated**

The motion to accept the Alateen guidelines (SAM Form). **Defeated**

AWSC 2005

1. Approval of the Proposed 2006 Budget. **To Assembly 2005**

2. That OSA accept the Alateen Safety Requirements as set out in Schedule A.

Amendment 3 to Motion 2 AWSC 2005: that Schedule A 4 'has not been convicted of an indictable offence under the Criminal Code of Canada AND HAS NOT BEEN CHARGED WITH (replace or) any offence involving violence, threats of violence, harassment, domestic abuse, child abuse, sexual assault or any other inappropriate sexual behaviour'. Motion carried. **To Assembly 2005**

The vote was then called on Motion # 2 (see above) as amended. Motion carried. **To Assembly 2005**

3. That OSA accept the Supportive AI-Anon Member (S.A.M.) Process and procedure as set out in schedule 'B.' Motion was carried. **To Assembly 2005**

4. That OSA accepts the Group Registration Process/Procedure as set out in schedule "C". Motion was carried. **To Assembly 2005**

5. That LDC Charter changes be accepted as motioned. Motion was carried. **To Assembly 2005**

6. That we discontinue the three-year special project for districts. Motion was carried.

Assembly 2005

Amendment #1 to Motion # 1: (Motion 2 before we changed to motion 1),

Schedule A Affirmation of Appropriate Conduct within the Alateen program: there must: point 4 be reworded to say: Be procedures for signed parental permission and medical care for Alateen members who will be in the care of an Alateen Sponsor or SAM, for any event that is not a regular Alateen meeting (held on a regular basis at a fixed location, and which may or may not involve travel to another location.

2. 2006 Budget: Amendment # 1 to Motion #2: to increase budget by \$1000.00 other expenses; Alateen Administration for the purpose of Alateen Sponsor Training.

6. That 50% plus I vote is required for the delegate to be voted in.

8. That if only 1 candidate is standing; election is to be by stand up vote otherwise paper balloting should continue.

January 2006

As per motion received at AWSC 2005, that a committee be formed to be made up of the Alateen co-ordinator, two sponsors and two teens of her choosing to make recommendations about Alateen safety issues, which are not addressed by the Al-Anon and Alateen Safety and Behavioural Requirements. This committee will be for the duration of this current term.

AWSC 2006

1. Approval of the Proposed 2007 Budget. **To Assembly 2006**

Assembly 2006

1. That 2007 proposed budget be approved.

AWSC 2007

1. That the proposed budget be presented for approval at the 2007 Ontario South Assembly.

Note: Amendments for 2007 Assembly minutes were made and have been posted to the Area website.

2. That the requirements for elected positions on the OSA Executive be brought to Assembly for discussion.

Assembly 2007

1. Budget for Newsletters be increased by \$1,000.00 to \$4,000.00 and the budget for Assembly Registrations be increased by \$1,000.00 (400X25=\$10,000) to \$10,000.

May 2008

1. Motion to accept the minutes as amended on page six as: "Bob T. presented the Pittsburgh video as a lead into the 2008

International Al-Anon Convention” – Moved by Jacqueline K., seconded by Carol L. Motion carried.

2. Motion to accept the Proposed 2009 Budget be forwarded to Assembly 2008”. *See amendments below.*

3. Motion to amend the 2009 Proposed Budget amends the funds for Alateen to the amount of \$5,000.00. Motion carried.

3. Motion that “the Proposed 2009 Budget be forwarded as amended to Assembly 2008”. Motion carried.

October 2008

1. Approval of the 2007 Assembly Minutes:

Errors and omissions were asked for. Heather P. Area Secretary spoke to the deletion of names on minutes posted to the website. Amendments were noted regarding district numbers. It was moved “That the minutes of the 2007 OSA Assembly be accepted as amended”. Motion carried.

Note: Amendments for 2007 Assembly minutes were made and have been posted to the Area website.

2. Accept the 2008 budget as amended.

5. There be an amendment to the OSA Exec. Resume question “List the experiences and skills learned in Al-Anon/Alateen that you feel qualify you for this position...” to include an acknowledgement that you have read the responsibilities for the position.

2. Moved that “the proposed budget for 2009 be approved.” Motion carried.

May 2009

Moved that “members need to sign by hand their resume and deliver it in an appropriate manner, electronic or mail, with Area acknowledgement receipt in an appropriate manner.”

May 2009

1. Moved that “we approve the voting procedures as explained. Motion carried.

2. Moved that “we approve the Minutes of the 2008 AWSC.” Motion carried.

3. Moved that “the proposed 2010 budget be forwarded to Assembly 2009 for approval.

Moved that "members need to sign manually their resume and deliver it by any means, electronic or mail, with Area acknowledgment receipt by any means."

Moved that "amend the original motion to read 'to sign by hand' instead of 'to sign manually'." This amendment was carried.

Moved that "amended original motion to read 'in an appropriate manner' instead of 'by any means'." This amendment was carried.

The original motion, as amended, was carried.

So, the amended motion to go forward to Assembly will read:

October 2009

1. Voting Procedure: Motion Carried

2. Moved that "the minutes of the 2008 OSA Assembly be accepted". Motion carried.

3. Moved that "the proposed budget for 2010 be approved with the amendment to the 'Total Income' line"

4. Moved that "the 2010 budget be approved as presented." Motion carried.

AWSC 2010

1. Moved that "we approve the voting procedures as explained." Motion carried.

2. Moved that "we approve the minutes of the 2009 AWSC." Motion Carried.

5. Moved that "the proposed amended Ontario South Assembly (Area 86) Section 7: Trillium Convention Committee A: Charter, Pages 1 & 2, 2010 be forwarded to Assembly for approval." Motion carried.

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- Assembly 2010
1. Moved that “Ont. South contribute \$500 to the 2011 AA Conference in Iqaluit.” Motion Carried.
 2. Moved that “we re-allocate \$500 from the RSS/TEAM line to the "2011 Iqaluit AA Conference for Al-Anon Participation" line.” Motion carried.
 3. Moved that “the 2011 budget be amended to include a line for a contribution of \$500 to Al-Anon's participation in the 2011 Iqaluit AA Conference.” Motion carried.
 4. Moved that “the proposed amendment budget for 2011 be adopted.” Motion carried.
- AWSC 2011
2. Moved that “we approve the minutes of the 2010 AWSC”. Motion Carried.
 3. Moved that “the proposed 2012 budget be forwarded to 2011 as proposed”. Motion carried.
 2. Moved that “the OSAAC Charter be forwarded to Assembly 2011 for approval”. Motion carried.
 3. Moved that “the OSAAC Finances be forwarded to Assembly 2011 for approval”. Motion carried.
 4. Moved to “amend the OSA 2012 budget to include a \$3045 budget line for OSAAC 2012 expenses using the 2010 profits”. Motion carried.
 6. Moved that “AWSC forward the question regarding electronic mailing of Open Lines to Ontario South Assembly 2011”. Motion carried.
- Assembly 2011
1. Moved that “the voting procedures be accepted.” Carried.
 2. Moved that “the Assembly 2010 Minutes be accepted.” Carried.
 3. Moved that “the election process be accepted.” Carried.
 12. Moved that “ we adopt the proposed budget for 2012.” Carried.
- AWSC 2012
1. Moved that “we approve the voting procedures as explained”. Motion carried.

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2. Moved that “we approve the 201 AWSC Minutes as presented”. Motion carried.
 3. Moved that “the Area proceed with Trillium 2013”. Motion carried.
 4. Moved that “the proposed budget for 2013 be forwarded to Assembly 2012 for approval.” Motion Carried.
- Assembly 2012
1. Moved and seconded that “the voting procedures as explained be accepted.” Carried.
 2. Moved and seconded that “the Assembly 2011 Minutes be accepted as amended.” Carried.
 3. Moved and seconded that “the election process be accepted.” Carried.
 4. Moved and seconded that “the proposed budget for 2013 be accepted as presented.” Carried.
- AWSC 2013
1. It was moved and seconded “that we accept the voting procedures as explained.” Motion carried.
 2. It was moved and seconded “that we approve the 2012 AWSC Minutes as presented.”
 3. It was moved and seconded that “we adopt the proposed budget for 2014 be forwarded to Assembly 2013 for approval.” Motion carried.
 4. It was moved and seconded “that the proposed changes to the Literature Distribution Centre be forwarded to Assembly 2013 for approval.” Motion carried.
- Assembly 2013
1. Moved and seconded that “the voting procedures as explained by accepted.” Carried.
 2. Moved and seconded that “the Assembly 2012 Minutes be accepted as presented.”
 3. Moved and seconded that “the election process be accepted.” Carried
 4. Moved and seconded that “we accept the 2014 budget as proposed.” Carried.
- AWSC 2014
1. It was moved and seconded “that we accept the voting procedures as explained”. Motion carried.

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2. It was moved and seconded that “we approved the 2012 AWSC Minutes as amended.” Motion carried.
(Amendment pg. 4.... “in 2012 (\$1500 in 2011”...)
3. It was moved and seconded that “the proposed budget for 2015 be forwarded to Assembly 2014 for approval.” Motion carried.
- Assembly 201
1. Moved and seconded that, “the voting procedures as explained, be accepted”. Carried.
2. Moved and seconded that, “the Assembly 2013 Minutes be accepted as presented.” Carried.
3. Moved and seconded that, “the election process be accepted.” Carried.
4. Moved and seconded that, “we accept the 2015 proposed budget as presented.” Carried.
- AWSC 2015
1. Moved and seconded , “that we accept the voting procedures as explained”. Carried .
2. Moved and seconded, “that we approve the 2014 AWSC Minutes as written”. Carried.
3. Moved and seconded, “that the proposed budget for 2016 be forwarded to
- Assembly 2015
1. Moved and seconded that, "the voting procedures as explained be accepted” Carried.
2. Moved and seconded that,” the Assembly 2014 Minutes be accepted as presented”. Carried
3. Moved seconded that “Ontario South accept the 2016 budget as presented." Carried.
- AWSC 2016
1. Moved and seconded that, “we accept the voting procedures as explained”. Motion carried.
2. Moved and seconded “that we approve the 2015 AWSC Minutes as amended”. Motion carried.

Moved and that, “the proposed budget for 2017 be forwarded to Assembly 2016 for approval.” Motion carried.

Assembly 2016

1. Moved and seconded, “that the proposed budget for 2017 be adopted by Ontario South Assembly 2016”. Motion carried.

AWSC 2017

1. Moved and seconded that, “we accept the voting procedures as explained”. Motion carried

2. Moved and seconded that, “we approve the 2016 AWSC minutes as amended”. Motion carried

3. Moved and seconded that, “the proposed budget for 2018 be forwarded to Assembly 2017 for approval”. Motion carried



1. General:

The Executive, in July of 1997, originally prepared the Trillium Convention Charter for Ontario South Assembly (OSA) approved. In October 2005, OSA passed a document, adapted from the transcript of the original Charter, edited to conform to the format of this manual.

The following is adapted from the transcript of the original Trillium Convention Charter, which was edited to conform to the format of this Manual, and is intended to replace same, primarily to separate the dynamic parts of the Charter, i.e. the Position Guidelines, from the parts that do not change from year to year.

Position Guidelines for the Trillium Committee may change from year to year and are not part of this Charter (see Section 7:B Trillium Convention Guidelines). Any major change to the Position Guidelines will be brought before the OSA for approval.

2. Name:

Ontario South Assembly Al-Anon/Alateen Family Groups Annual Trillium Convention – (Trillium)

3. Statement of Purpose:

Trillium will continue to build on our inherited legacies of Recovery, Unity and Service by presenting an annual gathering that will allow for greater autonomy and unity within the fellowship of the Al-Anon Family Groups, and will encourage and attract to our program of recovery, those who still suffer.

4. Date:

Trillium will be held at a date determined by the Trillium committee. It will be a three-day convention.

5. Location:

The Trillium Charter be amended to allow a three year trial period where Trillium could be held in any part of Ontario South with the option of having it for less than three days.

The facility will be agreed upon by the Trillium Committee and the OSA Executive.

The contract will be signed by the current Delegate after which time, all dealings with the facility will be through the Trillium Chairperson and/or the Hotel Liaison Coordinator.

6. Financial Backing:

OSA Treasurer will set up Trillium Convention Fund so that the name will appear in the Treasurer's report for consistency with charter.

Financial sponsorship (start-up fund) is provided by the OSA to a maximum of \$4,000.00. Should the agreed upon facility for Trillium require a deposit (facility deposit) with signing of the contract, this facility deposit shall be paid by OSA in addition to the start-up fund.

The start-up fund and the facility deposit for Trillium will be returned to the OSA Treasure in the amount agreed upon by the Trillium Chairperson and OSA Executive within 60 days of the end of Trillium or upon such other date as agreed by the parties.

A full financial report will be presented to the OSA Executive prior to the Assembly following Trillium.

7. Trillium Committee Autonomy:

While operating as a separate entity, the Trillium Committee will maintain a close liaison with the OSA through its Executive, the AWSC and the Assembly.

"Separating the Convention leaves the Assembly free to pursue its already heavy duties and responsibilities, while the Convention Committee is free to plan a unique program apart from Assembly concerns." (From 'Guidelines for Al-Anon/Alateen Area Conventions G-20)



1. Committee Positions

The Trillium Committee has various positions to take care of the many aspects of planning and running a large convention.

- Chairperson
- Past Chairperson/Archivist
- Secretary
- Treasurer
- Al-Anon Program Coordinator
- Alateen Program Coordinator
- A.A. Liaison/Program Coordinator
- Alateen Advisor
- Hotel Liaison
- Registration Coordinator
- Graphics Coordinator
- Media Coordinator / Voice of the Convention
- Greeter Coordinator
- Hospitality Suite Coordinator
- Literature Coordinator
- OSA Executive Liaison

2. Shadow Committee

The OSA Chairperson invites a member to be Trillium Chairperson almost two years in advance. This person holds the Co-Chairperson position and is responsible for forming the 'shadow committee'. This is an important part of the committee and is in place to allow members an opportunity to assist the current committee and to gain valuable experience in the position they will hold for the convention the following year.

3. Common Responsibilities of All Committee and Shadow Committee Members

- Attend all scheduled monthly meetings
- Review minutes of committee meetings
- Meet with the Chairperson as required
- Attend Al-Anon meetings on a regular basis throughout the term on the committee

4. Chairperson:

1. Selects committee (this will have been done when the Chairperson was Co-Chair).
2. Helps to choose a convention site.
3. Submits completed hotel/convention site contract to Delegate for signature and co-signs contract.
4. Signs a secondary contract with hotel/convention site, which contains meeting room set-ups and other requirements for the weekend.

5. Arranges dates, time and location for monthly meetings.
 6. Sets the agenda and chairs monthly meetings.
 7. Reviews minutes of committee meetings for accuracy before distribution.
 8. Oversees all aspects of the convention, meeting as necessary with the coordinators of each area.
 9. Gives a convention report at the AWSC, the Assembly and to the Executive as requested.
 10. Works with the Treasurer to develop a budget for all convention revenue and expenses.
 11. Submits articles to each edition of the Open Lines Newsletter.
 12. Submits names to be considered for future Trillium Co-Chairperson(s).
 13. Prepares letters and flyers for distribution to DRs and GRs via mail, or, via the OSA Secretary, by email.
 14. Keeps informed of all communications related to Trillium.
 15. Welcomes participants at Friday Night Opening Meeting and chairs Saturday Night Main Speaker Meeting.
 16. Endeavours to make speakers as welcome as possible – welcome note, basket in room, as determined by the committee.
 17. Selects a member to act as host to speaker(s) as required and as determined by the committee.
 18. Introduces Trillium Committee at Saturday Night Main Speaker Meeting.
 19. Sends thank you notes to all committee members.
 20. Sets time, place and date for wrap-up turnover meeting and advises Trillium Secretary to notify committee members.
 21. Provides a detailed report for the Executive Liaison to present at the first Executive meeting following Trillium.
- 5. Co-Chair:**
1. Selects committee to serve for two years – first year as assistants (shadow), second year as coordinators.
 2. Assists Chairperson as necessary.
 3. May serve in another capacity on committee.
- 6. Past-Chair:**
1. Acts in an advisory capacity to Chairperson and committee.
 2. May serve in another capacity on committee.
 3. Acts as Trillium Archivist, provides Hotel Liaison Coordinator with set-up requirements and arranges for Trillium Archives display at the convention.
 4. Maintains the archives display in a manner that will provide protection for the items that have been gathered over the years.
 5. Refreshes the archives display to include the last year's items.
 6. Requests approval of funds required to maintain the collection.

7. Secretary:

1. Prepares 'Secretary' budget for the year.
2. Records, processes and distributes minutes of meetings to all committee members, before the next meeting, with a reminder of the date and time of the next meeting.
3. Distributes a copy of the minutes of all meetings to the OSA Executive Liaison and to the Delegate.
4. Compiles and maintains a record of address/telephone/email of committee members and provides copies, via email, to committee members, as required.
5. Types the agenda and/or distributes the agenda prepared by the Chairperson for committee meetings.
6. Keeps on file a record of all minutes for subsequent committees and a copy of the guidelines for all positions.
7. Receives and distributes information, via email, between committee members as required.
8. If required, receives from Al-Anon Program Coordinator, names and addresses of speakers and chairpersons along with draft confirmation letters; prepares and mails confirmation letters via Canada Post.
9. If required, receives draft thank you letters from Al-Anon Program Coordinator, and prepares thank you letters for Al-Anon speakers and meeting chairpersons for delivery during convention.
10. Sends notification of wrap-up meeting to all committee members.

8. Treasurer

1. Prepares a consolidated 'Trillium Budget' based on information provided by committee members.
2. Opens bank account in name of 'Trillium Convention' with two signatures – Treasurer and Chairperson (both signatures required on cheques).
3. Cooperates with the Registration Coordinator and discusses with the committee to determine which position will be shown on the registration forms to receive pre-registrations.
 - a. If Treasurer receives pre-registrations, makes deposits and passes registration forms to the Registration Coordinator.
 - b. If Registration Coordinator receives pre-registrations, arranges with the Treasurer to be able to make deposits, and informs the Treasurer of details for each deposit.
4. Is responsible for all monies – incoming and outgoing.
5. Makes bank deposits and monitors deposits made by the Registration Coordinator.
6. Reimburses committee members as required.
7. Works closely with Registration Coordinator to establish handling of cheques for preregistrations and money for on-site registrations.
8. Obtains a safety deposit box from the hotel/convention site for safekeeping of funds during the convention.
9. Provides 'float' to Literature and Registration Coordinators on site at convention.

10. Within 60 days of the end of Trillium, returns to the OSA Treasurer the full amount of the start-up funds that were advanced.
11. Prepares a current financial report for Executive Liaison to present at first Executive meeting following Trillium.
12. Prepares a final written financial report for presentation at Assembly.
13. When all transactions are completed and the bank account has been closed, forwards any remaining funds to the OSA Treasurer.

9. Al-Anon Program Coordinator

1. Prepares 'Al-Anon Program Coordinator' budget to include travel and registration costs for speakers and chairpersons as determined by the committee.
2. Is responsible for all aspects of the Al-Anon program. Contacts all speakers, chairpersons and panelists; selects topics; establishes meeting times and locations. (OSA Executive is responsible for one meeting).
3. Invites input from other committee members for the program.
4. Works closely with Alateen Program Coordinator, Alateen Advisor and A.A. Program Coordinator.
5. Works with Secretary to send confirmation letters to all participants.
6. Works with Hotel Liaison Coordinator regarding room capacities, utilization and physical setup. Establishes required areas for committees, greeters, literature storage, etc.
7. Organizes meeting formats.
8. Double checks accommodations, transportations, etc. for main speakers.
9. Prior to Trillium, meets with chairpersons of open meetings to establish their hosting responsibilities.
10. Meets with chairpersons, speakers and panelists 20 minutes prior to scheduled meetings.
11. Chairs the Friday Night Opening Meeting.
12. Works with the Secretary to write 'thank you' notes to speakers/participants.
12. 13. Works with OSA Executive Liaison to host Saturday morning OSA meeting.

10. Hotel Liaison Coordinator

1. Assists in locating a facility and negotiates contract; delivers negotiated contract to Chairperson for signature by Delegate and Chairperson.
2. Meets with Chairperson to discuss contracts with hotel/convention site, taping services, audio/visual requirements for meeting rooms.
3. Researches taping service; signs contract and arranges space requirements in hotel.
4. Prepares 'Hotel Liaison' budget to include microphones and audio/visual as required in meeting rooms.
5. Is the primary contact with the hotel/convention site.
6. Provides Secretary with floor plans and hotel/convention site for distribution to committee members.

7. Informs hotel/convention site of meeting times and require room set-up; delivers secondary set-up contract to Chairperson for signature.
8. If a banquet is part of Trillium, coordinates banquet arrangements.
9. Works with members of the committee as required.
10. If required, negotiates with hotel/convention site to provide coffee and refreshment stations.
11. Arranges for hanging of banner and placing of podium signs.
12. During the convention, checks on room utilization and set-up; ensures proper chairs, water stations and microphones are in place.
13. Collects all signs, banners, remaining ribbons and arranges for storage with next year's committee.
14. If required, arranges for dance disc jockey.

11. Registration Coordinator

1. Prepares 'Registration Coordinator' budget.
2. Provides Graphics Coordinator with all necessary information to be printed on registration forms.
3. Prepares mailing of flyers, registration forms, volunteer forms; obtains mailing labels from Group Records Coordinator.
4. If necessary, rents a post office box to receive registrations. Otherwise, uses personal address, telephone number and email address.
5. Receives and processes all pre-registrations.
6. Prepares name tags for on-site registrants.
7. Informs Hotel Liaison Coordinator of set-up required for registration station.
8. Informs Graphics Coordinator of requirement for signs.
9. Sets up and supervises registration during Trillium.
10. Gets signs, name tags for pre-registrants, badge holders and programs from Graphics Coordinator.
11. Works with Treasurer to determine method of handling money at on-site registration.
12. Provides the Treasurer with a list of all registrants including date, full names, group, location of group, type of registration (Al-Anon, Alateen, A.A., Guest), price paid, method of payment with funds for deposit and a list of addresses for the Incoming Registration Coordinator.
13. Works closely with Area Alateen Process Person to ensure that Alateen safety requirements are met. Obtain list of current certified SAMs for Ontario South from AAPP. Have on hand extra Alateen Forms: Form A Information and Permission Form and Form B Medical Form.
14. Provides Chairperson with a detailed attendance record at end of convention, i.e. numbers of Al-Anons, Alateens, A.A.s and guests, numbers of pre-registrations and on-site registrations, geographical location, and, if applicable, numbers attending banquet and dance.

12. Graphics Coordinator

1. Prepares 'Graphics Coordinator' budget.

2. Is responsible for suggesting designs and looking after all printing: Chairperson's letter, flyers, registration forms, volunteer form, table posters, name tags, badge holders, programs, podium signs, registration signs, banner, letterhead, ribbons, direction signs and, if applicable, banquet tickets.
3. Provides Registration Coordinator with the Chairperson's letter, flyers, registration and volunteer forms for mailing, and registration signs, name tags, badges and programs.
4. Provides Hospitality Coordinators with ribbons for greeters, information, committee members, and direction signs.
5. Provides Program Coordinators with ribbons for speakers, chairpersons and panelists.

13. Hospitality Coordinator

1. Prepares 'Hospitality Coordinator' budget.
2. Works with Hotel Liaison Coordinator to arrange an appropriate room on-site.
3. Coordinates volunteers to be hosts in the Hospitality Suite during the convention.

14. Media Coordinator/Voice of the Conference

1. Prepares 'Media Coordinator' budget.
2. Obtains and coordinates all mailing lists both local and outside region (World Service, Al-Anon Information Services, District Representatives, etc.)
3. Sends dates and location of Trillium with a mailing address for information/registration to publications including The Forum, Inside Al-Anon, Alateen Talk, Open Lines, and Reaching Out and the Ontario South Al-Anon Alateen website.
4. Works with A.A. Program Coordinator to ensure information is sent to A.A. publications including 'Grapevine'.
Note: notices must be sent to arrive before the first day of the month three months before the announcement is to appear, i.e. events to be published in the April issue of The Forum need to arrive before February first.
5. Sends releases for press, radio and television.
6. Acts as host for media who attend Trillium reminding them of our Eleventh Tradition.
7. As Voice of the Conference, works closely with the Chairperson, Program Coordinators and Hotel Liaison Coordinator, makes announcements prior to selected meetings to inform convention attendees of various hotel requirements, changes to program(s) and other information deemed necessary

15. Literature Coordinator

1. Prepares 'Literature Coordinator' budget.
2. Is responsible for literature display during entire convention.
3. Works closely with LDC Office Manager.

4. Informs Hotel Liaison Coordinator of needed space for Al-Anon and Alateen literature and, if necessary, for A.A. literature.
5. Obtains float from Trillium Treasurer prior to the convention.
6. If necessary, works with A.A. Program Coordinator to ensure A.A. literature is available.
7. If space is available, provides a display notifying members of less often publicized services such as Lone Member, Donations through wills, birthdays, etc.
8. Coordinates volunteers to serve at the Literature display station during the convention.

16. Alateen Program Coordinator

1. Prepares 'Alateen' budget including speakers' travel expenses as determined by the committee.
2. Is responsible for the Alateen program.
3. Works closely with the Al-Anon Program Coordinator and the Alateen Advisor regarding program, needed space, etc.

17. Alateen Advisor

1. Works closely with Alateen Program Coordinator and Al-Anon Program Coordinator to plan the entire Alateen program.
2. Makes contact and invites Alateen participation in Trillium.
3. Advises committee of special requirements such as accommodation for participants.
4. Works closely with the Area Alateen Process Person to ensure Alateen safety requirements are met.
5. Makes Alateen speakers welcome during the convention.

18. A.A. Program Coordinator

1. Prepares 'A.A.' budget including speakers' travel costs as determined by the committee.
2. Works closely with Al-Anon Program Coordinator in planning a full A.A. program during the convention.
3. Contacts A.A. speakers, chairpersons and panelists; selects topics; establishes meeting times and locations.
4. Makes contact with A.A. Delegates and invites participation as guests.
5. Is responsible for providing names and addresses for district representatives to the Registration Coordinator in order to supply the fellowship with flyers and registration forms.
7. Is responsible for ensuring that publicity about Trillium reaches the A.A. groups in Ontario and surrounding areas.
8. Makes speakers welcome during the convention.

19. Greeter Coordinator

1. Works with Program Coordinators to determine numbers and locations for greeters.
2. Coordinates volunteers to be greeters during the convention.

20. OSA Executive Liaison

1. Prepares 'OSA Executive Liaison' budget.
2. Acts as the link between the Trillium committee and the OSA Executive.
3. Brings all OSA Executive concerns to the committee.
4. Works with Al-Anon Program Coordinator to host Saturday morning OSA meeting.
5. Keeps OSA Executive apprised of financial situation.



1. Background:

Ontario South is self-supporting through contributions from the groups in the area.

2. Budget:

OSA manages the income, expenses and many cost centres of the area (eg. AWSC, Assembly, Trillium and OSAAC) in an accounting software application. A proposed budget is approved one year in advance. The proposed budget is presented for discussion at AWSC. When approved at AWSC, it is then forwarded to Assembly for approval.

3. Reports:

The Treasurer will provide reports at AWSC and Assembly showing the financial status of the area as detailed in the Treasurer's responsibilities in Section 2A.

4. Ample Reserve:

Following the principal used by WSO, Ontario South maintains a ample reserve to a maximum of one year of operating costs. The total operating costs include financial contractual obligations. (eg. contracts for Trillium Convention, AWSC accommodations and Assembly)

5. Annual Net Balance:

Ontario South's financial year is January to December. Each year is independent of previous or future years. When revenue and expenses have been posted, and the accounts are closed for the year, the balance, whether positive or negative, is applied to the Ample Reserve unless otherwise determined by the Executive. Refer to page 106 of the WSO Al-Anon/Alateen service manual 2022-2025.

6. Equalized Travel Payments By Districts for AWSC:

The principle of equalized travel helps to defray costs for DR's that travel long distances. When DR's attend AWSC, they may submit mileage to the Area Treasurer for reimbursement. Each District contributes to the equalized travel amount whether their DR is attending AWSC or not. The amount that each district pays is calculated by multiplying the amount established by the OSA Executive by the number of groups in the district. Assembly motion dates – October 1998, May 2001 and October 2011.

7. Bequests:

Bequests can be made to Ontario South Assembly unless otherwise determined by the Executive. Refer to the WSO Al-Anon/Alateen service manual.

Costs related to service:

The financial principle that doing service work should not cost members is followed in Ontario South. Members should not be out of pocket to participate in service positions. See Sections 3: Executive Meetings, 4: AWSC and 5: Assembly, for guidelines related to costs while attending these meetings.

8. Floats/Advances:

Advances are for Executive and Co-ordinators who are financially unable to prepay expenses being incurred for AWSC and Assembly. An advance for AWSC and for Ontario South Assembly can be obtained from the OSA Treasurer. A signed written request or a personal e-mail is required 6 weeks or 45 days IN ADVANCE OF THE EVENT to receive payment. Any time closer to the event may result in non-payment due to work flow timelines that the treasurer will need to perform. Immediately after the event, a completed expense form and receipts are to be sent in at the earliest time possible, either accompanying a cheque for the excess funds or expenses owing which will be reimbursed by the OSA Treasurer.

Floats are given as start up funds for events such as the Trillium Convention or Assembly to help sub-committee's plan the program. The float will be returned to the OSA Treasurer, in the amount agreed upon by the event Chairperson and OSA Executive, within 60 days of the event or upon such other date as agreed by the parties.

9. Delegate's Equalized payment to attend WSC:

The area is informed by WSO regarding the amount for the required equalized payment to be paid for the Delegate's attendance at WSC. This amount is part of the proposed budget for the coming year.

11. Delegate's Incidental expenses:

Ontario South provides the Delegate with a monetary gift to cover incidental expenses such as; attending the Canadian dinner the evening prior to WSC commencing; ground transportation; purchase of postcards; stamps for postcards, which the Delegate will send to members when attending the WSC; meals while travelling; and any other hotel expenses.



1. History:

In the early 1970's a member of Al-Anon in Ontario South, Willie Hill, operated a literature depot from her home. The purpose for the office was to have Conference Approved Literature readily available for Ontario South groups. When she became Delegate of the OSA, she suggested that the OSA open a Literature office. As a result of a unanimous decision at the 1976 Area Assembly, the office opened in November 1976. It was known as Al-Anon Central Office.

In 1992, with a charter the Area Literature Office was established as a unit of the Ontario South Assembly to distribute Conference Approved Literature within Ontario South in accordance of the Traditions and concepts of the AFG.

In 2005 through a revision of the charter the Area Literature Office was renamed Literature Distribution Centre to be consistent with World Service Office

2. Operations:

A paid Manager who is an active member of Al-Anon will operate the specifics of the LDC. The Literature Office Committee will offer general direction to the Manager. When major changes to operations are necessary, the LOC through it's Chairperson, will present those changes to AWSC and Assembly for approval by the OSA.

3. Profits/Shortfalls:

Monies accrued by LDC, in excess of cash needed for operations, will be transferred to the area. The area will be responsible for shortfalls of the LDC as well.

4. Current Address:

Ontario South LDC Office
127 Ford Road,
Smith Falls, ON K7A 4S4

5. Contact Information:

Tel: 613-283-1249
E-Mail: os.literature.distribution@gmail.com

6. Purpose of the LDC:

“The LDC operates as a service arm of Ontario South similar to Alateen, Open Lines, Public Outreach and Trillium. As Ontario South is not a business neither is the LDC. Often this concept gets lost as members try to have the service features operate in the business world. At the LDC, as with all service fields of Al-Anon, we emphasize and work with the Traditions and Concepts of Al-Anon. At the LDC, because of the volume of work involved it has one employee and volunteers to distribute Conference Approved Literature to members within Ontario South”



What follows is a transcript of the Literature Distribution Centre Charter.

Amendments: October 2005, Amended Oct. 26, 2013

The original is signed by the members, holding the following positions, at that time:

- LDC Chairperson
- World Service Delegate
- LDC Secretary

The Literature Office Committee holds the original document.

1. Name: The organization is called the Literature Distribution Centre (hereinafter referred to as the LDC). It is chartered as a unit of The Ontario South Assembly (hereinafter referred to as the OSA), Area 86, of the Al-Anon Family Groups. (hereinafter referred to as the AFG.) Its governing body shall be the Literature Office Committee (hereinafter referred to as the LOC) by the Ontario South Assembly (hereinafter referred to as OSA). Its fiscal year shall be January 1 to December 31.

2. Purpose: The purpose of the LDC shall be:

- a. To manage and operate a centralized Al-Anon LDC for the OSA.
- b. To operate in accordance with the Traditions, Concepts and Warranties of AFG.

3. MEMBERS OF THE LITERATURE OFFICE COMMITTEE: Membership on the LOC shall be limited to six members:

- a. One of whom shall be elected by the Area World Service Committee (hereinafter referred to as the AWSC) from among the current District Representatives (hereinafter referred to as the DR) for a three-year term of office.
- b. The current Delegate.
- c. The Past Delegate (to serve as Chairperson of the LOC. If the Past Delegate is not available, any Past Delegate with LOC experience.
- d. The Preceding Past Delegate. If the Preceding Past Delegate is not available or serving as Chairperson of the LOC, the Chairperson of the Assembly.
- e. The Treasurer of OSA.
- f. The Literature Coordinator of OSA.

Note: The Office Manager of the LDC will be invited to attend all LOC Meetings.

4. By-Laws: The LOC of the LDC shall create By-Laws as needed. As a minimum, the By-Laws shall be written to establish financial policies and procedures; specific guidance and performance criteria for the Office Manager defining both the specific responsibilities and authorities for the day-to-day operation of the LDC; and the provision of monthly financial reports to the Treasurer.

5. Finances: No member of the LOC shall (except for payment of expenses incurred on behalf of the LDC) receive any of the income from the LDC. The activities of the LDC shall be carried on with two goals of no profit, and no debt. It shall operate as an independent “cost centre” of the OSA, sufficient unto itself.

6. Dissolution: On dissolution of the LDC, the assets remaining after payment of all debts shall be transferred to the OSA.

7. Amendment: This Charter may be amended, from time to time, by a resolution of the OSA that is approved by two-thirds of the votes cast at an annual meeting.

Approved and invoked this 22nd day of October 2005 at the annual meeting of the OSA in Toronto, Ontario.

Amended: October 26, 2013 at Assembly in Windsor

Joan P. (LOC chairperson) Jane H. (World Service Delegate) Bonnie R. (LOC Secretary)



BY-LAWS OF ONTARIO SOUTH ASSEMBLY LITERATURE DISTRIBUTION CENTRE

ARTICLE I – ORGANIZATION

Section 1. Charter:

The Literature Distribution Centre (LDC) has been chartered as a unit of the Ontario South Assembly (OSA). The LDC is operated by one permanent employee and volunteers who adhere to the principles and objectives of Al-Anon Family Groups (AFG). The purpose of the LDC is to distribute Conference Approved Al-Anon/Alateen Literature (CAL).

Section 2. Authority and Name:

The LDC operation is supervised by a permanent employee (Office Manager) reporting directly to the Chairperson of the Literature Office Committee (LOC)

ARTICLE II – OBJECTIVES

Section 1. Limits

The objectives of the LDC are stated in its Charter. Nothing in these By-Laws shall be interpreted in any manner to be inconsistent with the terms of the Charter.

Section 2. Objectives

The specific objectives of the LDC are as follows:

- (a) To organize and operate a facility for the distribution of CAL
- (b) To operate in accordance with the Traditions, Concepts and Warranties of AFG.

ARTICLE III – The Literature Office Committee

Section 1. Membership

- (a) Members of the LOC shall be:
 - Chairperson (immediate Past Delegate)
 - Preceding Past Delegate (if not available, Area Chairperson)
 - Current Delegate
 - Area Treasurer
 - Area Literature Coordinator, and
 - An elected current District Representative (DR)

One of the members will serve as Secretary

In the event the Committee Chairperson cannot attend a meeting, the Current Delegate will chair.

In the event of the resignation of the Chairperson, the LOC will select a replacement Chairperson with past committee experience. At the discretion of the LOC, the selected person may be asked to share his/her LDC experience

- (b) One DR shall be elected to the LOC by the Area World Service Conference (AWSC) every three years.
- (c) The term of office for each member shall be three years.
- (d) The voting body of the LOC shall be both elected and appointed members. The Chairperson shall vote only if needed to break a tie.
- (e) Any voting member may vote by proxy.

Section 2. Duties of the Literature Office Committee

- (a) To serve as the governing body of the LDC directly responsible to the OSA through its executive Committee.
- (b) To receive reports from the Office Manager before their presentation at AWSC and Assembly.
- (c) To vote, by two-thirds majority, the removal of any LOC Member or employee who does not fulfill his/her duties.
- (d) To hold meetings each year concurrent with AWSC and Assembly. Special meetings may be called by the Chairperson or by three members of the LOC. A request for a special meeting must be submitted in writing to the Chairperson.
- (e) At least a seven day notice shall be given for special meetings.

Section 3. Quorum Requirements

A quorum is two-thirds of the LOC members (i.e. four members) present or by proxy.

ARTICLE IV – MEMBERS AND THEIR DUTIES

Section 1. Members Eligibility

Each elected/appointed member of the LOC shall be an active member of an Al-Anon/Alateen Group.

Section 2. The duties of the Members

- (a) The duties of the CHAIRPERSON shall be:
 - To preside at all LOC meetings.
 - To represent the LOC LDC at all times or to designate someone in his/her absence.
 - To be the liaison between the LDC and the OSA Executive Committee.
 - To employ such full time personnel as may be necessary to carry on the work of the LDC.
 - To authorize all expenditures of the LDC funds over \$750.00 per transaction, which is other than budgeted.
 - To be in contact with the LDC quarterly.
 - To notify all LOC members of the time and place of any special meeting.

- (b) The duties of the SECRETARY shall be:
 - To be responsible to the Chairperson for true and accurate records of the proceedings of all meetings of the LOC within 15 working days of such meetings.
- (c) The duties of the Treasurer
 - To receive a monthly update of the accounts of the LDC for analysis and submission of changes or adjustments.
 - To assist the Office Manager in the maintenance of records and accounts of the LDC and to ensure an audit trail for all funds received and disbursed by the LDC.

Section 3. Records

- (d) The Area Treasurer and Area Literature Coordinator shall deliver all records, files and properties of the LDC, of their term, to their successors at the Area Executive Handover meeting
- (e) All the members of the LDC LOC shall forward all records, files and properties of the LDC, of their term, to the outgoing Chairperson before the end of the year.
- (f) All members of the LDC LOC will maintain an up-to-date file of procedures for the fulfillment of their jobs so that successors will have available all the facts necessary to assume their responsibilities.
- (g) The current Delegate will keep the records from the preceding LOC and send the prior records to the Archivist.

ARTICLE V – OFFICE MANAGER

Section 1. Eligibility and Selection:

- (a) Any active member of AFG within OSA, with the necessary office skills and computer literacy, is eligible for selection as the Office Manager of the LDC providing he/she is familiar with the Al-Anon Traditions and service structure.
- (b) The selection of the Office Manager will be made by the LOC on the recommendation of the Chairperson.

Section 2. Duties

- (a) To be responsible only to the Chairperson of the LOC
- (b) To maintain an office to fulfill the purposes of the LDC, excluding legal Canadian holidays and vacation. The Office Manager is expected to work a minimum of 30 hours per week.
- (d) To be responsible for the physical security of the office.
- (e) To receive all communication addressed to the LDC and prepare appropriate responses or forwarding as required.
- (f) To receive literature orders.
- (g) To determine the adequacy of enclosed payments.
- (h) To fill orders from inventory, and if necessary to adjust the order to match the payment.
- (i) To package and ship all orders as soon as practical.
- (j) To deposit all funds received as required.

- (k) To post inventory adjustments and financial data to assure all accounting is correct. (k)
To maintain an inventory of CAL to assure timely response to order. (Inventory quantities are maintained large enough to meet the requirements.
- (l) To provide written operating procedures for the operation and administration of the LDC that will assure the efficient and continued functioning of the office whether the Office Manager is present or not.
- (m) To prepare and submit quarterly reports by the 20th of the following month and delivered to the members of the LOC at AWSC and Assembly in a timely manner.
- (n) To attend all LOC meetings and present updated reports.
- (o) To select, train and assign work to all LDC volunteers.
- (p) To maintain, with the assistance of the Treasurer, an accounting system that will ensure the presence of an audit trail for the recording of all receipts and disbursements of funds.
- (q) To post all financial transactions on the computer system of accounts. These accounts will be reconciled monthly with statements provided by the bank.
- (r) To provide, monthly, a backup record of the accounts to the Treasurer and to provide a semi- annual printout of the totals of each inventory item sold and received during the period.
- (s) To perform additional work as may be assigned from time to time by the LDC LOC.

Section 3. Compensation and Time-Off:

- (a) The Office Manager shall be compensated, by annual salary, at a rate to be established by the LDC LOC at its Assembly Committee meeting each year.
- (b) Annually the LOC will determine whether a bonus is to be paid.
- (c) The normal workweek of the Office Manager is up to 30 hours.
If more hours are required to meet the duty requirements specified above, authorization shall be obtained from the Chairperson for a specific number of overtime hours that will be compensated at 150% of the normal hourly rate of pay;
or, when overtime authorization is granted, if mutually agreed and subsequently confirmed in writing, compensatory time off may be taken equal to the number of overtime hours actually worked.
- (d) The Office Manager will be granted vacation:
 - After the first 12 months, for the first three years of employment, ten (10) workdays
 - From the fourth thru seventh year of employment, 15 workdays.
 - From the eighth year of employment on, 20 workdays.
 - Statutory holidays

ARTICLE VI – FINANCES

Section 1. Cheques, Drafts, etc.:

- (a) The Treasurer shall from time to time review all cheques, drafts, and other orders for payment of monies out of the funds of the OSA LDC and all notes and other evidence of indebtedness of the LDC.

- (b) For routine day-to-day operation, all cheques, drafts, etc., shall be signed by the LDC Office Manager.

ARTICLE VII – LIABILITY OF MEMBERS OF THE LOC AND EMPLOYEES

Section 1. Members:

No member of the LDC LOC shall be held personally liable for any action performed in fulfilling the responsibilities specified herein, unless held accountable for such action in a Court of Law, and then only to the extent of the actual loss incurred.

Section 2. Employees:

Full time employees of the LDC shall be held personally accountable for the action taken to fulfill the duties defined herein and will therefore be required to post a bond that shall define the limit of that accountability. Such a bond will be paid for by the LDC and shall serve to define the total liability of the employee associated with it.

ARTICLE VIII – DECISION MAKING

Knowledge Based Decision Making shall govern the meetings.

ARTICLE IX – AMENDMENTS

Section 1. Amendment:

These By-Laws may be amended by a two-thirds vote of the members of the LDC LOC, in person or by proxy, provided that the proposed Amendment or Amendments have been sent to each member with the call of a meeting.

ARTICLE X – EXPENSES

Section 1. Special Meetings:

Costs for special meetings will be covered by OSA, keeping to the OSA expense guidelines.

Section 2. Office Manager Expenses for AWSC and Assembly:

The Office Manager's expenses will be covered in accordance with Coordinator status.

Amended the 25th day of May 2007 by a two-thirds vote of the LOC

Amended the 25th Day of October 2013 by a two-thirds vote of the LOC.

Approved by a unanimous consent.

Certified and Recorded by Joan P. (Chairperson) and Bonnie R. (Secretary)



Please note that a special website page is dedicated to all Ontario South Forms, for both printable and online formats. This page can be found on al-anon.alateen.on.ca in the 'For Members' section. The page is entitled 'Ontario South Forms'. The direct link to this webpage is:
<https://al-anon.alateen.on.ca/ontario-south-forms/>

See below for the index of available forms with direct links that can be clicked in this PDF document:

A. Electronic Forms

Category	Description	Direct Link (click to open online)
Group Records		
	Al-Anon Group Change / Registration	https://form.jotform.com/OntarioSouth/group-records-form
	Alateen New Group Registration	https://form.jotform.com/OntarioSouth/alateen-new-group-registration
	How to fill out the Alateen Group Registration Form July 2020	https://al-anon.alateen.on.ca/wp-content/uploads/2020/07/36-How-to-fill-out-the-Alateen-Group-Registration-Form-July-2020-1.pdf
	Alateen Existing Group Change	https://form.jotform.com/OntarioSouth/alateen-group-change
	How to fill out Alateen Group Change Form July 2020	https://al-anon.alateen.on.ca/wp-content/uploads/2020/07/38-How-to-fill-out-Alateen-Group-change-Form2020-07.pdf
Other		
	Items for Consideration	https://form.jotform.com/OntarioSouth/items-for-consideration
	Expense Claim	https://form.jotform.com/OntarioSouth/expense-claim
	Donation Ontario South	https://form.jotform.com/OntarioSouth/donations
	Upload New Event to Ontario South Website	https://form.jotform.com/OntarioSouth/new-event

B. PDF/Printable forms

Category	Description	Direct Link (click to open online)
Literature		
	Literature Order Forms	Current link on all Literature Pages: https://al-anon.alateen.on.ca/literature/
Alateen		
Section 10A	Form 10.A. Information and permission form	https://al-anon.alateen.on.ca/wp-content/uploads/2019/11/section-10-Form-A-info-and-permission-aug2011.pdf
Section 10B	Form 10.B. Medical form	https://al-anon.alateen.on.ca/wp-content/uploads/2019/11/section-10-Form-B-medical-aug2011-new.pdf
Section 10C	Form 10.C. AMIAS (previously: SAM) Screening Application and Certification form	https://al-anon.alateen.on.ca/wp-content/uploads/2019/11/26_Section_10C_Alteen_AMIAS_Application.pdf
Other		
Section 10F	Form 10.F. Assembly bid form	https://al-anon.alateen.on.ca/wp-content/uploads/2020/07/Section-10-Form-F-Assembly-Bid-Form-2020-07.pdf
Section 10I	Form 10.I. Executive Resume	https://al-anon.alateen.on.ca/wp-content/uploads/2020/07/Section-10-Form-I-Member-Profile-Resume-2020-07.pdf
Section 10J	Form 10.J. LDC Speaker Questionnaire	https://al-anon.alateen.on.ca/wp-content/uploads/2019/11/SECTION-10-J-LDC-Speaker-Questionnaire-2017-09.pdf
	Group History Checklist	https://al-anon.alateen.on.ca/wp-content/uploads/2019/11/AR-6-Group-history-checklist.pdf



1. Background:

From WSO Web site: “Alateen is part of Al-Anon, which helps families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend. Alateen is our recovery program for young people. Alateen groups are sponsored by Al-Anon members.”

Alateen groups have been a part of Ontario South for many years.

As of 2004, the Board of Trustees of Al-Anon Family Groups, requires that every area have a process for registering Alateen Groups, Alateen Sponsors and any Supportive Al-Anon Member (SAM) involved with Alateen.

(Please note that on all WSO documents SAM is referred to as AMIAS)

Every Sponsor is a SAM, but not every SAM, is a Sponsor. See Frequently Asked Questions, page 3, for clarification.

Certain steps must be followed before a group may be established or a member may be an Alateen Sponsor or Supportive Al-Anon Member.

Excerpt from OSA motion October 2005:

“An environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.”

2. Affirmation of appropriate conduct within the Alateen Program

There must:

1. Be at least **ONE** Al-Anon sponsor present at every Alateen meeting.
2. Be no conduct contrary to applicable laws. Such conduct is prohibited.
3. Be no overt or covert sexual interaction between any adult and any Alateen member within the Alateen program. Such conduct is prohibited.
4. Be procedures for signed parental permission and medical care for Alateen members who will be in the care of an Alateen Sponsor or SAM, for any event that is not a regular Alateen meeting (held on a regular basis at a fixed location), and which may or may not involve travel to another location.

3. Registration Process for SAM:

Instructions on how to apply for SAM certification are found in Section 11B. The process has been reviewed by legal counsel and approved by WSO.

FORM C: SUPPORTIVE AL-ANON MEMBER (SAM), SCREENING APPLICATION AND CERTIFICATION FORM

and

WSO Form Al-Anon Member Involved in Alateen Service

Both may be found in Section 10, and are available from your DR or the Ontario South website.

4. Registration Process for an Alateen Group:

Instructions on how to register an Alateen Group are found in Section 11C.

WSO Form Alateen Group Registration Form is found in Section 10, and is available from your DR or the Ontario South web site.

5. Additional Safety Guidelines:

A motion was received by the Chairperson at AWSC 2005 (but was not tabled) that a committee be formed to make recommendations about Alateen safety issues not already addressed in the Behavioural Requirements. It was felt that additional safety guidelines would be helpful. The Executive took action and, as suggested in the motion, formed a small committee of the Alateen Coordinator, two Sponsors and two Alateens. The result was the development of Sections 11D and 11E in this manual.

Draft versions of Sections 11D and 11E were distributed at AWSC 2007.

They were posted on the Ontario South website.

The Alateen Coordinator circulated them by email several times to Alateen Sponsors.

This was to allow members to review and comment.

In April 2008, at an Ontario South Workshop for Sponsors/SAMs and Alateens the guidelines were discussed in depth, amended, and by blind ballot vote, adopted by those present.

6. Frequently asked questions:

Q. Who needs to become certified to work with Alateen members?

A. Every Al-Anon member who participates in Alateen service work in Ontario South must be certified annually to WSO as one of Alateen's Supportive Al-Anon Members (SAM), including every:

- **Alateen group sponsor**, whether a committed, temporary, emergency or probationary;
- **Al-Anon member who serves as an Alateen Co-ordinator**, at the area or local level;
- **Al-Anon member who serves as an Alateen advisor** on any conference planning committee.
- **Al-Anon member** that is willing to drive Alateen members to events.

Q. How can we get an Alateen group started in our town/city?

A.

- Make sure you have certified sponsors and register the Alateen group.
- Contact your District Representative for the forms you need to fill out.
- Find a location, hopefully where there is an Al-Anon meeting, an AA meeting, or both.
- Ask Al-Anon members to help distribute posters or flyers with the starting date, place, time etc.
- Ask Al-Anon groups to announce the Alateen group details at their meetings.
- Have a 'tent card' on display at every group showing the details of the closest Alateen meeting.
- When registered, inform the local Information Service, telephone service (whatever is in place in your district) that an Alateen group has opened and provide the details of time, place etc.

Q. Can an Al-Anon member who is also a member of AA be an Alateen Sponsor?

A. Service Manual, Starting an Alateen Group, states "an Al-Anon member who is also a member of AA and who meet their Area's certification requirements may sponsor Alateen meetings."

Q. What is the difference between a Sponsor and a SAM?

A. Every Sponsor is a SAM, but not every SAM, is a Sponsor.
At a workshop of SAMs, held in 2008, these comments were noted.

SAMs: attends Al-Anon weekly; drives Alateen members to events (with the required forms when necessary); helps on committees to support Alateen members; helps to ensure enough SAMs are present in Alateen meeting rooms at events other than regular weekly meetings.

Sponsors: attends Al-Anon weekly; is a SAM and may give service in any of the ways listed under SAMs; listens; is an emotionally available adult; attends Alateen meetings weekly (or as a back-up when required); is a responsible adult; follows guidelines; attends sponsor meetings if held in the district or area; able to give good guidance to Alateens on how to use the Al-Anon/Alateen program.

7. Resources:

There are many resources available to help Alateen Sponsors provide “An environment of trust and safety” (Excerpt from OSA motion October 2005).

Read all parts of Section 11 from OSA Policies and Procedures Manual.
Read CAL Literature related to Alateen and Alateen Sponsorship.

There are several WSO Guidelines related to Alateen and are available on the WSO web site. <http://www.al-anon.org/members/index.html>. As noted on screen, enter your group name or part of a group name and ‘afg’ to access the site. Click on Group Services then Guidelines.

- G-5 Alateen Meetings in Schools
- G-7 Al-Anon/Alateen Participation in an AA Area Convention
- G-16 Alateen Conferences
- G-19 Starting an Alateen Group
- G-20 Al-Anon/Alateen Area Conventions
- G-34 Alateen Safety Guidelines



1) **GENERAL**

Forms for the certification process can be found in Section 10 of this manual, obtained from the DR or printed from the Ontario South website.

Who needs to become certified to work with Alateen members?

Every Al-Anon member who participates in Alateen service work in Ontario South must be certified annually to WSO as a SAM, including every:

- Alateen group sponsor, whether a committed, temporary, emergency, or probationary.
- Al-Anon member who serves as an Alateen Co-ordinator, at the area or local level;
- Al-Anon member who serves as an Alateen adviser on any conference planning committee.
- Al-Anon member that is willing to drive Alateen members to events.

Every Sponsor is a SAM, but not every SAM, is a sponsor.

At a workshop of SAMs, held in 2008, these comments were noted.

SAM: attends Al-Anon weekly; drives Alateen members to events (with the required forms when necessary); helps on committees to support Alateen members; helps to ensure enough SAMs are present in Alateen meeting rooms at events other than regular weekly meetings,

Sponsor: attends Al-Anon weekly; is a SAM and may give service in any of the ways listed under SAMs; listens; is an emotionally available adult; attends Alateen meetings weekly (or as a back-up when required); is a responsible adult; follows guidelines; attends sponsor meetings if held in the district or area; able to give good guidance to Alateens on how to use the Al-Anon/Alateen program.

Contact your DR if you have questions related to certification process.

Some Police Forces reduce or eliminate the Police Record Check fee, if an original signed letter stating the applicant is a volunteer is submitted. All Districts should require the letter because

Police Record Checks must include screening for volunteers caring for Vulnerable Individuals. This letter is provided to DRs by the OSA Chairperson to give to Al-Anon members applying for a PRC for the purposes of SAM certification.

Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the

Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

DRs, if you need further clarification, contact the AAPP if you have questions related to the certification process.

NOTE: If you are also registering a new group or changing group information (new sponsor), it helps the AAPP if the Alateen Registration/Group Records Change Form is included. Please send all forms at the same time.

2) **The Supportive Al-Anon Member (SAM) Certification Process:**

A. The Applicant:

- a) Contacts their DR.
- b) Obtains the required forms.
 - Ontario South Assembly Section 10 FORM C, Supportive Al-Anon Member (SAM), Screening Application and Certification Form. (2 pages)
- c) Obtains a Police Record Check (PRC) that meets the requirement as set out in section 11 B 2)D.a)(i)(4). This PRC MUST include vulnerable sector screening to ensure the applicant has no record in the RCMP Sexual Offender Database. Area Supportive Al-Anon Member (SAM) volunteer letters may be received through your District Rep.
- d) Guideline Change: Section 11B your local police force may vary. Add this line to the policy manual. If the letter required is differing from the process stated in the manual please contact the chairperson for clarification.

Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto

B: SUPPORTIVE AL-ANON MEMBER (SAM)
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Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

- e) Submits completed Ontario South form, and the PRC to their DR. The PRC should be in a signed, sealed envelope. OSA will reimburse you for any costs related to obtaining a PRC. Districts may choose to reimburse the PRC costs, according to district group conscience. DO NOT send your receipt for the cost of the PRC to the AAPP with your forms. The receipt should be submitted to your District or to the Area Treasurer.

B. The District Representative (DR):

- a) Signs a portion of the Ontario South FORM C on the second page.
- b) Submits completed Ontario South form, and the PRC to the AAPP.
- c) Following completion of the process, informs the applicant of the results of certification.
- d) Requests Area SAM volunteer letter from Area chairperson for reduced rates for PRC

C. The Area Alateen Process Person (AAPP):

- a) Sends the PRC to the Legal Counsel for review.
- b) Once advised of successful PRC by Legal Counsel, records the applicant as a Supportive A-Anon Member (SAM).
- c) Signs the portion of the Ontario South FORM C on the second page.
- d) Submits the completed WSO form to WSO,
- e) Following completion of the process, informs the DR of the results of the certification.

D. Certification Application Documents:

- a) In order to be certified for the purposes of Alateen service, the Al-Anon member must complete and sign the following 2 pieces of information:
 - (i) Section 10 FORM C: Supportive Al-Anon Member (SAM), Screening Application and Certification Form, which contains:

A signed declaration that the Al-Anon member applicant:

 - (1) Attends Al-Anon meetings weekly.
 - (2) Has spent at least two years in Al-Anon (in addition to any time spent in Alateen).
 - (3) Is at least 23 years of age.
 - (4) Has not been convicted of an indictable offence under the Criminal Code of Canada, and has not been charged with any offence involving violence, threats of violence, harassment, domestic abuse, sexual assault, or any other inappropriate sexual behaviour.
 - (5) Has not demonstrated serious emotional problems which could result in harm to Alateen members.

-
- (6) Has read and agrees to abide by the safety and behavioural requirements adopted by Ontario South Area 86, including those set forth by the Board of Trustees AFG Inc. See Sections 11:A, 11:D, 11:E.
 - (7) Agrees to obtain a police background check, as required, verifying statement (4).
 - (8) Is aware of the requirements set forth by AFG Inc that:
 - a) All Alateen groups must adhere to the area's safety and behavioural requirements, failing which, the area must notify WSO, and WSO will remove from its approved registration list, any Alateen group that does not so comply
 - b) Each area must provide annual certification to WSO that each Al-Anon member involved in Alateen service has met the area's safety and behavioural requirements.
 - (9) The "District Certification to WSO" box in FORM C is completed by the DR.
 - (10) The "Area Certification to WSO" box on FORM C is completed by the AAPP
- (ii) A PRC, submitted to one's District Representative in a signed and sealed envelope. This PRC must include vulnerable sector screening to ensure the applicant has no record in the RCMP Sexual Offender Database. Signed permission letters from the Ontario South Chairperson can be obtained from either the DR or AAPP to obtain this check.
- (iii) Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

3) **Re-Certification Process, Year 2 of AAPP Term**

Under Section 11, 2) D a)(i), FORM C: Supportive Al-Anon Member (SAM), Screening Application and Certification Form, point (8)(b) states: Each area must provide annual certification to WSO that each member involved in Alateen service has met the area's safety and behavioural requirements.

The AAPP requires re-certification documents to be submitted by March 1st of year 2 of the AAPP's term to allow time for area process to be completed and to meet WSO time frames. Applicants are encouraged to begin the process in November of the previous year to allow time to obtain a new PRC, complete all forms and submit according to the process.

WSO requires the AAPP to return the information regarding all SAM certifications by June 30th each year.

A) **The Applicant:**

- a) Contacts their DR.
- b) Obtains the required form.
 - Ontario South Assembly Section 10 FORM C, Supportive Al-Anon Member (SAM), Screening
 - Application and Certification Form.
- c) Obtains a Police Record Check (PRC) that meets the requirements as set out in section 11 2)D.a)(i)(4). This PRC **MUST** include vulnerable sector screening to ensure the applicant has no record in the RCMP Sexual Offender Database. Signed permission letters from the Ontario South Chairperson can be obtained from either the DR or AAPP to obtain this check.
- d) Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.
- e) Submits completed WSO and Ontario South forms, and the PRC to their DR. The PRC should be in a signed, sealed envelope. OSA will reimburse you for any costs related to obtaining a PRC. Districts may choose to reimburse the PRC costs, according to district group conscience. **DO NOT** send your receipt for the cost of the PRC to the AAPP with your forms. The receipt should be submitted to your District or to the Area Treasurer.

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
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B) The District Representative(DR):

- f) Signs a portion of the Ontario South FORM C on the second page.
- g) Submits completed Ontario South form, and the PRC, as required (The PRC should be in a signed, sealed envelope) to the AAPP
- h) Following completion of the process, informs the applicant of the results of certification.

C) The Area Alateen Process Person (AAPP):

- i) When required, sends the PRC to the Legal Counsel for review.
- j) When required, once advised of successful PRC adjudication by Legal Counsel, records the applicant as a Supportive A-Anon Member (SAM).
- k) Completes the WSO paperwork to confirm the status of all SAMs and submits to the WSO.
- d) Following completion of the process, informs the DR of the results of the certification.

D) Re-certification Application Documents:

- l) In order to be re-certified for purposes of Alateen service, the Al-Anon member must complete and sign FORM C and submit with a PRC.
 - (i) FORM C: Supportive Al-Anon Member (SAM), Screening Application and Certification Form, completed as described in Section 2.
 - (ii) A PRC, as noted above, submitted in a signed and sealed envelope.

4) Re-certification All Other Years

Each area must provide annual certification to WSO that each member involved in Alateen service has met the area's safety and behavioural requirements.

The AAPP requires re-certification documents to be submitted by March 1st each year to allow time for area process to be completed and to meet WSO time frames. Applicants are encouraged to begin the process in November of the previous year to allow time to complete all forms and submit according to the process. If re-certification is completed in the required time frame, the WSO form, Al-Anon Member Involved in Alateen Service, is not required. However if the deadline for re-certification is missed, this form must be submitted.

WSO requires the AAPP to return the information regarding certification of SAM by June 30th each year.

- A. The Applicant:**
- a) Contacts their DR.
 - b) Obtains the required forms.
 - Ontario South FORM C, Supportive Al-Anon Member (SAM), Screening Application and Certification Form.
 - c) Submits the completed Ontario South form to their DR.
- B. The District Representative (DR):**
- d) Signs a portion of the Ontario South FORM C on the second page.
 - e) Submits completed Ontario South form to the AAPP
 - f) Following completion of the process, informs the applicant of the results of certification.
- C. The Area Alateen Process Person (AAPP):**
- g) Completes the WSO paperwork to confirm the status of all SAMs and submits to the WSO.
 - h) Following completion of the process, informs the DR and/or applicants of the results of certification.

Applicants are encouraged to begin the process in November of the previous year to allow ample time to obtain a new PRC, complete all forms and submit them according to the process.



1. **General:** Forms for the group registration process can be found in Section 10 of this manual, obtained from the DR or printed from the Ontario South web site.

NOTE: All of these forms:

FORM C: Supportive Al-anon Member (SAM)
Screening Application and Certification Form
PRC

WSO Al-Anon Member Involved in Alateen Service

AND

WSO Alateen Registration/Group Records Change Form
may be sent, through the DR, to the AAPP at the same time.

In an effort to save time, WSO will accept these forms together, but will only register the group once the sponsors have obtained the proper certification by following the process documented in Section 11B.

2. **Group Registration Process:**

The **Group** (GR or Group Sponsor):

1. Contacts the DR.
2. Obtains required WSO Alateen Registration/Group Records Change Form.
3. Submits completed form to DR.

The **District Representative:**

1. Submits the Alateen Registration/Group Records Change Form to Area Alateen Process Person (AAPP).

The **Area Alateen Process Person (AAPP):**

1. Submits the Alateen Registration/Group Records Change Form to WSO and the Area Group Records coordinator

3. **Verification of Alateen Group Information:**

Periodically, WSO sends a form to Alateen groups. This form is used to verify the accuracy of group information held at WSO. Alateen groups are provided with an envelope, addressed to the AAPP. The AAPP then confirms to WSO that the group is active with sponsors who have met the area requirements for certification. May be done electronically through WSO online Alateen Group Records.

4. Changes to Alateen Group Information:

For example: change of sponsors; current mailing address; meeting location; meeting time or group closure.

When any changes happen, complete and submit an Alateen Registration/Group Records Change Form. Inform the DR. Submit the Alateen Registration/Group Records Change Form to Area Alateen Process Person (AAPP).



1. Excerpts from OSA motion October 2005:

An environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.

Affirmation of appropriate conduct within the Alateen Program There must:

1. Be AT LEAST ONE Al-Anon sponsor present at every Alateen meeting.
2. Be no conduct contrary to applicable laws. Such conduct is prohibited.
3. Be no overt or covert sexual interaction between any adult and any Alateen member within the Alateen program. Such conduct is prohibited.
4. Be procedures for signed parental permission and medical care for Alateen members who will be in the care of an Alateen Sponsor or SAM, for any event that is not a regular Alateen meeting (held on a regular basis at a fixed location), and which may or may not involve travel to another location.

2. WSO Guideline G-34- Alateen Safety Guidelines:

This Guideline provides guidance to:

- Alateen members
- Alateen Sponsors and SAMs

This guideline is very comprehensive and covers:

- What to do if any member is uncomfortable with the actions of a Sponsor
- Safety at meetings
- Transportation
- Acceptable behaviour
- Setting boundaries
- and many other important points

It is developed from the shared experience of Al-Anon/Alateen members, but is not a substitute for knowing and obeying the law in our area.

Read G-34 and follow it.

Have a copy of G-34 in your group binder and inform the Alateen members about the issues covered by the guideline. Suggestion: Read one section at the group's business meeting.

3. Forms:

Forms can be found in Section 10.

FORM A: Information and Permission Form FORM B: Medical Form.
These forms are required when an Alateen member is under the care of a Sponsor/SAM. They have been adapted from the standard WSO forms, to meet the needs of Ontario South, as passed at Assembly 2005.

4. Other suggestions:

1. Take a group conscience to decide how new Sponsors will be introduced to the Alateen group. One suggestion is that a new Sponsor visits the group to experience being a part of an Alateen group, and to see if they, and the Alateen members feel comfortable. If all goes well, the new Sponsor can be asked to attend six meetings, before the Alateen members take a group conscience, to accept the new Sponsor.
2. Take a group conscience once a year to determine if the Alateen members are comfortable with all Sponsors.
3. Keep a list of contact information in the group binder that includes:
 - Alateen Group GR
 - Group Sponsors
 - Other Group Sponsors in the district
 - DR
 - Area Alateen Coordinator
 - OSA Executive.
4. Add a statement to the preamble 'if at any time you are uncomfortable please talk to another Sponsor. A list of names is available in the binder.'
5. Share on personal and group sponsorship.
6. Have 'Sponsors' as a topic.
7. Have Group Sponsors visit other Alateen Groups, after Alateen members of host group have taken a group conscience. This would allow Sponsors and Alateen members to feel comfortable should there be a need to step in to cover an Alateen meeting.
8. Encourage Alateen groups and their Sponsors to invite other Alateen groups and their Sponsors to their regular meetings.

5. Creation of the Guidelines:

A motion was received by the Chairperson at AWSC 2005 (but was not tabled) that a committee be formed to make recommendations about Alateen safety issues not already addressed in the Behavioural Requirements. It was felt that additional safety guidelines would be helpful. The Executive took action and, as suggested in the motion, formed a small committee of the Alateen Coordinator, two Sponsors and two Alateens. The result was the development of Sections 11D and 11E in this manual.

Draft versions of Sections 11D and 11E were distributed at AWSC 2007.

They were posted on the Ontario South website.

The Alateen Coordinator circulated them by email several times to Alateen Sponsors.

This was to allow members to review and comment.

In April 2008, at an Ontario South Workshop for Sponsors/SAMs and Alateens the guidelines were discussed in depth, amended, and by blind ballot vote, adopted by those present.



1. Background

These guidelines are compiled from G-34 and the experience shared from other conferences. They will help Sponsors and AMIASs to guide the Alateen members that attend events outside of their meetings to have fun, but to remind them the PRIMARY PURPOSE of the event is to share the strength, hope and experience of the other Alateen members, in order to gain knowledge and understanding of themselves and others.

Excerpt from OSA motion October 2005:

“An environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.”

A motion was received by the Chairperson at AWSC 2005 (but was not tabled) that a committee be formed to make recommendations about Alateen safety issues not already addressed in the Behavioural Requirements. It was felt that additional safety guidelines would be helpful. The Executive took action and, as suggested in the motion, formed a small committee of the Alateen Coordinator, two Sponsors and two Alateens. The result was the development of Sections 11D and 11E in this manual.

Draft versions of Sections 11D and 11E were distributed at AWSC 2007.

They were posted on the Ontario South website.

The Alateen Coordinator circulated them by email several times to Alateen Sponsors.

This was to allow members to review and comment.

In April 2008, at an Ontario South Workshop for Sponsors/AMIASs and Alateens the guidelines were discussed in depth, amended, and by blind ballot vote, adopted by those present.

Like our Traditions, these guidelines cannot be enforced, but it is strongly suggested that, our common welfare is best served by following these guidelines.

The term ‘conference’ refers to Al-Anon/Alateen and AA events whether they are one day events or weekend events, and to Assembly.

2. General

1. Read Guidelines G-16 Alateen Conferences and G-34 Alateen Safety Guidelines.
2. Before attending a conference, it is important for Sponsors/AMIASs to take time to discuss these guidelines with the Alateen group members to ensure everyone is aware of their responsibilities to Al-Anon/Alateen and that they are expected to follow these guidelines.
3. Sponsors of each Alateen group/member should be aware of their special responsibility as adult escorts of their Alateen group/member. It is important for the Alateen group/member to understand, that because the Sponsors/SAMs are responsible for the Alateen members they bring to any event, they have the right to refuse to bring a member whom they do not think will abide by these guidelines; always remembering to place principles above personalities.
4. Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are registered and participating as an Alateen member. The option is to register as a Guest.

3. At the Conference/Assembly/AWSC

1. Alateen members attending an event must have the required forms. See Section 10, Form A: Information and Permission Form and Form B: Medical Form. (These forms have been adapted from the WSO version to meet the needs of our area.)
2. Alateen members are responsible for their own behaviour and their belongings. Alateen members must remember that what they do reflects on their group, the conference/assembly and the name of Alateen and Al-Anon.
3. Sponsors/SAMs, that have Alateen members under their care, should have knowledge of the Alateen member's whereabouts at all times.
4. Alateen members attending the conference with a parent are the responsibility of the parent while the Alateen is not in the Alateen meeting room.
5. When more than one adult responsible for an Alateen, are at the conference, it must be clear who is responsible for the Alateen at any given time. In this situation, all parties **MUST** keep each other informed

should the Alateen ask to leave with either party. No Alateen is allowed to be unsupervised in the conference location at any time.

6. When arriving with Alateen members, before leaving Alateen members at the Alateen room, check with attending Sponsors/AMIASs that there is a sufficient number of Sponsors/AMIASs to cover the ratio in point 10.
7. Everyone is expected to attend the conference/assembly sessions and meetings.
8. Section 11A Alateen General, 2. Affirmation of appropriate conduct with the Alateen Program, point 2. states 'no conduct contrary to applicable laws' such conduct is prohibited, and G-34, 'Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden. Any member found using or in possession of alcohol, drugs or any substance prohibited by law will be asked to leave the event immediately at their own expense. The authorities may be notified.
9. All Alateen members under medication must report to their Sponsors and the designated nurse, when available, upon arrival at the conference/assembly.
10. For the safety of the Alateen members and the Sponsors/AMIASs there must be a minimum of three Sponsors/AMIASs in the Alateen room, ensuring adequate coverage in the case of an emergency.
11. Treat others with respect and be mindful of your language at all times.
12. Leave the room neat and tidy.
13. Name tags must be worn at all times.

4. Overnight stays:

1. For those staying at the conference location (hotel, university etc.) G-34 states 'No girls or female Sponsors/SAMs in boys or male Sponsors rooms, and no boys or male Sponsors in girls or female Sponsors/AMIASs rooms. Ideally, girls and boys on different floors.
2. Sponsors/AMIASs will arrange amongst themselves for monitoring of rooms.
3. Sponsor/AMIAS may wish to hold hotel room keys of Alateen members.

5. Alateen Participation in Al-Anon/Alateen or AA Conference Committee.

1. The Alateen member on the committee will have an Alateen Advisor to support them. The Advisor must be a registered Sponsor/AMIAS.

6. Other suggestions

1. Make parents aware of the safety guidelines. For example, have a statement on the event flyer, and give Alateen members and parents a hand out when registering.



1. Background

Alateen members in Ontario South have been active for many years. A committee called the Alateen Unity Committee has existed since 1968 and over time developed a charter and guidelines for the Unity Conference.

However, neither the charter nor the conference guidelines have ever been presented to AWSC or Assembly for formal approval.

In June 1990, the Executive passed a motion to have an Alateen observer at AWSC.

In May 1993 at AWSC, and subsequently, in November 1993 at Assembly, motions were passed to recognise the Alateen Unity Committee as an AIS of Ontario South, and to have the Chairperson become a full voting member of AWSC.

In 2000, it was realised that the Alateen Unity Committee did not perform any of the functions of an AIS and this situation was discussed by the Executive and brought forward to AWSC.

In May 2001 at AWSC a motion was made to rescind the 1993 motion and another motion was passed: 'That the Incoming Chairperson of the Alateen Unity Committee be invited to attend the AWSC preceding the Unity Conference with voice and vote, and the Assembly after the Conference with vote at Assembly only if a GR.'

With the implementation of new requirements from WSO, this issue of an Alateen Committee was presented for discussion at Assembly in October 2006.

The following motion was passed: 'That the former Alateen Unity Committee charter be used as the guideline to establish an Alateen Advisory Committee with an OSA Executive Committee liaison.'

Another motion was passed: 'that the current Alateen Liaison be appointed as "Interim Chair" of the Alateen Advisory Committee'.

In May 2007, this committee is currently being formed. The charter and conference guidelines will be reviewed and presented to AWSC for discussion when Alateen members have been able to provide some input to the process.

In May 2008, it was moved that “a process be established to identify S.A.M.s at events within the Area by the A.A.P.P. in consultation with the Area Executive”.

In February 2010 an Executive meeting was held with further discussion of Alateen issues. Current Alateen Co-ordinator and a SAM agreed to work with the Alateens on the Charter to present to AWSC May 2010, and were in agreement to further work on Conference guidelines prior to end of the year 2010. Alateens continue to work on forming a stronger Alateen Advisory Committee.



1. Name:

The committee will be known as the Ontario South Alateen Advisory Committee (OSAAC).

2. Purpose:

The primary purpose of OSAAC is to unite all Alateen groups throughout Ontario South. In accordance with the primary purpose, the committee will do so by the exchange of ideas and experiences.

3. Elected Members of the Committee:

Alateen Members: Chairperson and Co-Chairperson/Secretary

The Co-Chairperson position is elected for a 2 year term and automatically becomes the Chairperson the second year.

Supportive Al-Anon Member (SAM) certified Al-Anon Members: One Advisor with a second Advisor as needed, keeping in mind the ratio of Al-Anon members to Alateens.

4. Executive Liaison:

The Area Alateen Co-ordinator, as part of their duties, is a member of OSAAC and is the liaison to the OSA Executive. The Area Delegate appoints the Area Alateen Coordinator once every three years.

5. Treasurer:

OSAAC members will decide who will be responsible for managing OSAAC funds and a bank account. Those eligible will be: Area Alateen Co-ordinator; OSAAC Advisor, or an Alateen OSAAC member. OSAAC members will decide how long a member will serve in this position.

6. Appointed Members of the Committee:

Additional Alateen Committee Positions may be appointed, as needed, by the elected members.

- Treasurer
- Roadshow Coordinator
- Newsletter Editor
- Member at Large

7. Election of Committee members:

Elections will be held each year at an Al-Anon/Alateen event decided upon by the OSAAC. Such as, the Unity or Trillium Conferences. All Alateen members may participate in the meeting, but the principle of one vote per group will be observed. Members willing to stand will be given an opportunity to share why they are standing for the position. Votes will be taken by secret ballot.

8. Common Responsibilities of OSAAC members:

1. Attend Alateen and/or Al-Anon meetings regularly.
2. Attend all scheduled OSAAC meetings and Area Alateen Service meetings. If they are unable to attend such meetings, they are to notify the Chairperson.
3. Fulfill the responsibilities of the position. If committee members are unable to fulfill their responsibilities, please inform the chairperson to allow a replacement to be found.
4. Review this Charter every three years. If revisions are made, send to Area Chairperson, by January 1st.

9. Age Recommendations:

1. The Chairperson be 18 years old and have two years experience in Alateen.
2. The Co-Chairperson be 17 years old and have one year experience in Alateen.
3. Advisors are SAMs as per Ontario South certification process.
4. Appointed committee members be 14 years of age and have one year experience in Alateen.
5. The maximum age of a member of OSAAC, at the completion of their term of office shall be 21 years.

NOTE: Recommended ages noted above are guidelines and do not prevent a member with, maturity, length of time in Alateen and service experience from being elected or appointed.

10. Recommended Requirements for Positions:

1. The Chairperson and Co-chairperson to have been a member of OSAAC or a GR for at least a year.
2. That an Advisor be a Sponsor or former Sponsor of an Alateen group or have previous involvement with the previous Alateen Committee (Unity Committee).
3. Roadshow Coordinator must have 1 or 2 years regular attendance in the program (two is preferable unless the member is already involved with service).

11. Term of service:

All positions are for a one year term, except Roadshow Coordinator (2 years), the Area Alateen Coordinator 3 years (Area appointed position), and possibly the Treasurer.

12. Filling Positions:

1. If the Chairperson steps down, the Co-chairperson automatically assumes the position.
2. If the Co-chairperson steps down, the Chairperson may appoint a replacement until an election can be held.
3. If an appointed position member steps down, the Co-chairperson may fill the vacant position until the committee appoints a new member.

13. Voice and Vote:

All members of the OSAAC have a voice at committee meetings. The Chairperson, Area Alateen Coordinator and Advisor(s) do not cast a vote. The Chairperson will cast the deciding vote in the event of a tie.

14. OSAAC Meetings:

1. One planning meeting to be held annually. Time and place to be determined in consultation with committee members. March/April is the suggested time frame but should be scheduled before AWSC.
2. At Assembly. After discussion with committee members, time and place to be determined in consultation with the Area Alateen Coordinator (Executive Liaison) and the Area Chairperson.

15. Area Alateen Service meetings:

See 11 J Draft Agenda for Area Alateen Service meetings.

1. All Alateen members may participate in these meetings, but the principal of one vote per group will be observed.
2. Conferences are a prime opportunity for Alateens to gather together. In cooperation with the program chairperson for each event, a service meeting will be scheduled into the Alateen program (not during meal times) at the following events:
 - Ontario Regional Conference (know as ORC an A.A. conference) which is held in March.
 - Trillium Convention (Ontario South Al-Anon/Alateen Convention) which is held the 3rd or 4th weekend in June.
 - - Unity Conference (2007 held in October, 2008 held in September, 2009 held in October)
 - - Assembly which is held late October or early November.

3. Alateen GRs, already attending Ontario South Assembly, are expected to attend the Area Alateen Service meeting. It is suggested that the Area Chairperson allocate time in the agenda during the afternoon on the Saturday at same time as the first workshop.
4. OSAAC Advisors that are expected to attend the Area Alateen Service Meeting held at Assembly, may choose to travel ONLY for this meeting. If not participating in the Assembly meetings, they do not need to register for Assembly.
5. The Area Alateen Coordinator and the OSAAC Chairperson need to be able to attend the Area Alateen Service meeting at Assembly and not conflict with the Alternate Delegate & Coordinators meeting.

16. OSAAC Autonomy:

1. While operating as a separate entity, the OSAAC will maintain a close liaison with the OSA Executive through the Area Alateen Co-ordinator and with AWSC and Assembly through the Chair of OSAAC.
2. Sections: 11: I OSAAC Position Guidelines;
11:J Draft Agenda for Area Alateen Service meetings; and
11: K Ontario South Alateen Unity Conference Guidelines,
will be developed, maintained and updated by OSAAC.



1. Background:

In the past, the committee (known as the Alateen Unity Committee) had a bank account. The monies came from donations, fundraising efforts by Alateen and successful Unity Conferences. Due to the de-registration of Alateen groups in Ontario South in 2005, change over of service positions, and a lack of activity in Alateen service, these funds were given to the Ontario South Area Treasurer in 2005.

These funds will be handed over to the OSAAC Executive Liaison when the charter (Section 11G) is passed. These funds will cover some OSAAC member expenses, OSAAC projects and Unity Conference start up funds as outlined below.

2. Assembly Approval of Section 11: H Finances:

Revisions to this section are to be sent to Area Chairperson by January 1st.
Revisions may then be presented at AWSC and Assembly for approval.

3. Managing OSAAC Funds:

OSAAC members will decide who will be responsible for managing OSAAC funds and a bank account. Those eligible will be: Area Alateen Coordinator; OSAAC Advisor, or an Alateen OSAAC member. The member will be appointed and assume the responsibilities of OSAAC Treasurer.

4. Expenses Covered by OSAAC Funds:

1. OSAAC members are listed in Section 11G, 3. Elected Members of the Committee and 6. Appointed Members of the Committee:
2. For scheduled OSAAC meetings, members submit their expenses (with receipts) to the OSAAC Treasurer. Use Form E - Expense Form
3. Expenses covered:
 - travelling expenses;
 - meals, according to the area guideline;
 - telephone calls, postage and miscellaneous items, as a result of carrying out responsibilities for the committee;
 - one night accommodation to be provided if travelling over 4 hours one way;
 - meeting space for one planning meeting.
4. If expenses can be calculated prior to an OSAAC meeting or Area Alateen Service meeting, an advance may be requested from the OSAAC Treasurer.

5. Expenses Covered by Ontario South Assembly (OSA):

The OSAAC Chairperson and Area Alateen Coordinator/Executive Liaison's expenses are covered for the following:

1. To attend AWSC and Assembly: Registration, travel, accommodation and meals are covered, as outlined in Section 4: AWSC, 10. Costs and Section 5: Assembly, 7. Costs.
2. To chair scheduled OSAAC meetings (one in March/April and one at Assembly) and Area Alateen Service meetings held at conferences: Travel, meal allowance as shown on Form E, and one night accommodation to be provided if travelling over 4 hours one way. Conference registration is not covered. Attending the conference is a personal choice not a responsibility of the position.
3. In compliance with Ontario South Alateen Safety Guidelines, when required, a SAM, parent, or guardian, may be required to escort a committee member to the meeting. In this situation, the same expenses will be covered for the escort.

6. Contributions:

Any donations, proceeds from Unity Conference or fundraising monies that are received for OSAAC will be sent to the OSAAC Treasurer.

7. Unity Conference Funding:

1. Upon OSAAC approval, OSAAC may provide start up funds, up to \$500, to the Unity Conference Committee.
2. Should the facility for the conference require a facility deposit, with signing of the contract, this facility deposit shall be paid by OSAAC Treasurer in addition to the start-up fund.
3. The start-up fund and the facility deposit for the Unity Conference will be returned to the OSAAC Treasurer, in the amount agreed upon by the Unity Chairperson and the OSAAC Treasurer, within 60 days of the end of Unity or upon such other date as agreed by the parties.
4. When all expenses are paid any remaining funds will be returned to the OSAAC Treasurer.
5. A full financial report will be presented to the OSAAC at the OSAAC meeting held at the Assembly following the Unity Conference.

8. Bank Account:

A bank account may be opened with at least two OSAAC members with access and authority to conduct banking transactions. Another Advisor may be added, for ease of banking transactions.

9. Fundraising:

While Ontario South Assembly has made a commitment through budget approval to support OSAAC and make funds available, OSAAC members and Alateen members in Ontario South are encouraged to follow the principle of being fully self-supporting. Alateen members may undertake fundraising efforts to support OSAAC activities and contribute to the OSAAC account to ensure funds are available.

10. Financial Reporting:

OSAAC will provide a statement of income and expenses at AWSC and Assembly.



1. Groups:

Groups are encouraged to send Group History information to the Area Archivist. The Area Archivist compiles and maintains a binder for every district. See Section 10 for the WSO form Group History Checklist.

2. 2. Districts:

Some districts have their own Archives containing old version of Conference Approved Literature and history related to the district.

Districts are encouraged to send a copy of district minutes to the Delegate.

NOTE: *The Area Archivist is to confirm as to whether district minutes will be maintained in Area Archives.*



1. Background:

In an effort to address the large volume of paperwork being put into boxes and passed from one Executive to another, the Executive in 2006 – 2008 term, discussed and determined these guidelines for the management of the area's paperwork that is generated and received by the Executive.

This practice will protect the documents that are of enduring value to the area and ensure our history is protected. It will also support the Area Archivist's work.

The Area Archivist was consulted and members of the executive brought both practical and professional experience to the discussion and the decision making process.

Many aspects were discussed at length and taken into consideration.

- Are there any legal requirements we need to meet? The short answer is 'No'.
- Are there any financial requirements we need to meet? "The main reasons for keeping financial information are for tax purposes and to meet employment record requirements. OSA does not employ anyone. The LDC does have an employee but the LDC, in this regard, is an entity unto itself. Our only reason to maintain financial information would be for historical purposes."

There are many repetitive administrative documents that have value for a period of time, but do not have archival value. Recommendations are made for these under each meeting type.

Action was taken to reduce the many boxes of records held by Executive members. These guidelines were implemented in 2008 before passing paperwork on to the incoming Executive instead of handing over years of old records to either the incoming executive or the Area Archivist.

NOTE:

All materials should be dated and organized in a chronological arrangement.

2. Scope:

It is recommended that the Archival collection be named AWSC & Assembly. Includes: Chairperson cover letter; agenda; reports; motions and items for discussion and minutes.

Does NOT include repetitive administrative documents.

Does NOT include general correspondence over 6 years old, except as assessed by the Chairperson to have longer value, but still may not be archival. Consult Area Archivist for guidance.

Does NOT include Executive meeting agenda or minutes over 6 years old, except as noted under Executive meetings.

Does NOT include Assembly Host Committee minutes over 3 years old. Does NOT include minutes of District Meetings received by the Delegate.

Does NOT include Trillium Minutes – they are to be retained by the Trillium Committee or to work with Area Archivist for transfer.

3. General Correspondence:

General correspondence includes letters, typed, handwritten and email communications. Dependant on the topic, this material must be assessed for value to future executive and Archives. At work we would say, “if it gives direction or communicates a decision” keep in relevant file, either paper or electronic. The Area Secretary may create files for specific topics that come up again and again, or take a long time to be resolved.

4. Executive Meeting documents:

Chairperson

Last 6 years:

Keep all documents: Agenda, reports, background to discussion items or motions and minutes. Pass on to incoming Chairperson for reference.

Older than 6 years:

review for any topics that may be relevant in the future or are already known as recurring issues. These may be passed to the Area Secretary who may already have a file on the topic and can review to include or discard the material if it is a duplicate.

For example: Insurance, incorporation, fundraising, Alateen.

Older material may then be discarded and this may be done annually or at the end of the term.

Secretary

Last 3 years:

Pass on 3 years of minutes to new Area Secretary.

Older than 3 years:

After checking with Chairperson, these may be discarded annually or at the end of the term.

Motion sheets:

Retain until the minutes have been approved. Then discard.

5. AWSC & Assembly:

In the recent past there have been 3 main components to the AWSC and Assembly documentation. The information package that is distributed to members and invited guests, the registration package given when members arrive and the minutes produced and distributed after the meeting.

Chairperson

Information package:

Last 6 years: (two terms)

Cover letter from Chairperson informing members of the meeting and inviting members to attend.

Agenda, information related to registration, background for items and motions to be presented. Pass on to incoming Chairperson for reference.

Older than 6 years:

before transfer to Archives, discard repetitive administrative documents. Registration form, information sheet, hotel information. This may be done annually or at the end of the term.

Secretary

Registration package:

Last 3 years: (one term)

Agenda, table of contents, reports, those willing to help (from evaluation form)

Pass on to incoming Secretary.

Older than 3 years:

before transfer to Archives, discard repetitive administrative documents. For example: Evaluation form, expense/mileage claim form, acronyms, AWSC member lists, AWSC and Assembly Bid Forms, 3Cs of Service

This may be done annually or at the end of the term.

Minutes:

Pass on 3 years to incoming Secretary, transfer older years to Archivist.

This may be done annually or at the end of the term.

Evaluations:

Retain until summarized and reviewed by Executive. In an election year, pass on last year's actual evaluation forms to the incoming Executive for reference. After no longer useful, discard.

Motion sheets:

Retain until the minutes have been approved and Section 6: Motion Summary has been updated. Then discard.

6. Financial information:

There is some duplication between what the Treasurer retains and the AWSC and Assembly collection. However the Treasurer needs this unique collection to allow access to information without having to look through many files. At some time, in consultation with the Area Archivist, a decision could be made to only keep a certain number of years of budgets and final reports, example 20 years, or decide to transfer certain years to Archives.

Last 3 years:

Retain proposed budget, explanation of assumptions made to develop the budget; all financial reports produced for the executive meetings, AWSC and Assembly. Pass on to incoming Treasurer.

Older than 6 years:

Keep the proposed budget and year end reports.

Expense claims and attached receipts may be discarded after three years.

Software system:

Retain all data except when transfer to new system occurs. Then transfer what is decided upon by the current Executive, or what the new system will allow.

7. Blank Forms:

Evaluation, workshop report back sheets, Ask-It Basket, Motion Forms, Items for Discussion. These forms are developed and maintained by the Secretary. Keep only the last and current versions. Discard any extra copies of the older versions.

8. Letters:

Executive members may create various letters over the years. If so, retain only while still useful. Pass on one copy to incoming Executive, as names will change.

9. Area Manual:

Retain the background to the latest revision. This will allow questions to be answered when the updates are distributed. There may be instances where background could be kept until end of term (3 years) depending on the content of the changes. Discard previous versions and background notes. Maintain the electronic documents to match the paper version.

10. Assembly Host Committee Minutes:

Chairperson

Last 3 years:

Minutes should be reviewed to determine if Assembly Host Committee Guidelines need to be updated. Retain for reference value to incoming Executive. Pass on to incoming Chairperson.

Older than 6 years:

Discard.

11. Destruction:

If documents contain personal information or anything that could be sensitive to Al-Anon, please shred, tear up or burn to ensure destruction. Other paperwork, old versions of area manual, forms without names etc. may be discarded to recycling.

12. Electronic data:

Data should be managed in the same time frame as noted for the paper version. (most of what we have is printed and distributed)
Templates, form letters etc. may have ongoing value, therefore are still current.

13. Transfer to Area Archivist:

This may be done annually or at the end of the term. Contact and discuss with the Archivist.

14. AAPP Police Record Checks:

These are to be kept for as long as the 'certification' is valid and then destroyed.