

# Idaho Area 13 Al-Anon/Alateen Policy/Procedure 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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## Map of Idaho Districts



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# Introduction

## What are guidelines?

Guidelines are: rules, strategies, plans, guiding principles, courses of action, and procedures. (Thesaurus translation)

This document is an addition to the service manual and guidelines suggested by the World Service Office (WSO).

The *AI-Anon/Alateen Service Manual*, WSO guidelines, and Idaho Area Policy/Procedure Manual guidelines are not hard fast rules. They are only meant to guide us and give us some idea of how to do the service that we've chosen to do. They come from the experiences of other AI-Anon members. They are not meant to demean us or to make our jobs harder but will help provide a service to AI-Anon and getting the message out to others.

The wonderful thing about guidelines is that they can be changed with experience, strength, hope, and growth. We all do the best we can in whatever position that we take. The most important thing to remember is the willingness to try.

It is strongly recommended Area World Service Committee (AWSC) members have a copy of the *AI-Anon/Alateen Service Manual* and the Idaho Area Policy/Procedure Manual.

## I. Statement of Purpose

These guidelines contain valuable information for each AI-Anon member involved in Idaho Area service work, and are meant only to supplement the *AI-Anon/Alateen Service Manual* with policies specific to Idaho Area AI-Anon.

The primary function of the Idaho Area World Service Committee is to plan for and improve Assemblies, Area Workshops, publish a quarterly newsletter and provide a link of service through its Delegate to the World Service Conference (WSC).

The Idaho AWSC also plans for the general improvement of AI-Anon/Alateen groups in Idaho. We do this by encouraging the use of AI-Anon Conference Approved Literature, study of the Twelve Steps, Traditions, Concepts, Sponsorship, and Service.

## **II. Area World Service Committee**

The AWSC is comprised of the following:

- Five Area Officers: Delegate, Alternate Delegate, Chair, Secretary, and Treasurer.
- Area Coordinators: Public Outreach, Alateen Coordinator/Process Person, Forum/Literature, Group Records, Website, Archives, and Newsletter Editor.
- Current District Representatives (DR(s)), one for each district.
- Al-Anon Information Services/Literature Distribution Center (AIS/LDC) Liaison.

## **III. Qualifications for AWSC Service**

- Minimum of two years of Al-Anon membership.
- Two years of service at the group or district level.
- Working knowledge of the Traditions.
- Cannot be a dual member of Alcoholics Anonymous.

## **IV. Responsibilities of Idaho Area World Service Committee Members**

- AWSC members are to attend all Area Assemblies, and all AWSC meetings during their term of service.
- Area Officers, Coordinators and DRs provide an oral report at the assemblies. Area Officers, Coordinators and DR's shall submit a written report to the Area Secretary prior to the Assemblies or within one week after the Assembly for inclusion in the minutes.
- If possible, the report will be emailed to the Secretary. If email is not available, the report can be handed to the Secretary. No copies are needed.
- The Treasurer needs to provide copies for all AWSC members at AWSC meetings and all attendees at Assemblies.
- Oral reports by Coordinators and DRs are not to exceed three minutes.
- If an AWSC member is unable to attend an AWSC meeting or an Assembly, or have an alternate present, the Area Chair should be notified, and a written report should be submitted for the meeting. The report should also be sent to the Area Secretary.

## **V. Guidelines for replacing AWSC members not fulfilling their duties**

- In the event an Area Officer or Coordinator is absent from two AWSC meetings in a calendar year, without notifying the Area Chair with a valid reason, he/she is automatically removed from the AWSC. The Chair will notify anyone who has been removed from the committee.
- The Area Officers are given latitude in determining the reasonable cause. If the matter involves one of the officers, the other officers would decide. The Area Chair acts on the recommendations.
- If there is a death or resignation of an Area Officer, the Chair requests a past Area Officer or past DR to replace the officer until another can be elected to complete the term. Coordinators are to be appointed by the Area Officers.
- If a DR does not attend an AWSC meeting or Assembly Business Meeting and has not notified the Area Chair, the Area Chair will let the district know that they were not represented.

## **VI. Area Expenses**

- The expense for the AWSC meeting room will be paid from the Area Treasury, if an expense is incurred. All Officers and Coordinators will be reimbursed for their expenses to assemblies and AWSC meetings, as determined by the current approved area budget.
- Expenses incurred by DRs and GRs while attending AWSC meetings and Assemblies shall be the responsibility of their respective district and/or group.
- Districts are encouraged to invite the current Area Delegate to share the report of the WSC. When invited by a district to do so, the district pays the Delegate expenses.
- The Idaho Area will pay for the Area Delegate to attend the Northwest Regional Delegates Meeting (NWRDM) each year and for the Alternate Delegate and one past Delegate to attend the NWRDM once during the three-year term.

## **VII. Area Expense Reimbursement Policy**

The Idaho Area will reimburse area officers and coordinators for their service expenses as follows.

- Area Officers/Coordinators:
  - If an Area Officer or Coordinator is also attending as a voting GR, their expenses for registration, travel, accommodations and meals shall be paid by the group they are representing, not the area, per the Service Manual.
- Registration.
  - Early (not late) Registration to Assemblies.

- Travel Expenses
  - Travel expenses with receipts (gas or travel receipt).
  - When carpooling Area Officers, Coordinators, DRs, GRs, and members, the cost, shall be split between all carpooling persons equally.
  
- Hotel Accommodations
  - Accommodations shall be reimbursed when necessary, up to three (3) nights and in excess of a 45 minute drive.
  - When sharing with others i.e. DR, GR, member, the cost shall be split between all persons equally.
  
- Meal Reimbursement
  - Area Officers/Coordinators will be reimbursed for Area Assembly meals which includes the luncheon and up to a maximum \$50 for other meals as necessary based on receipts and travel time.

Whenever possible, sharing with others is highly encouraged.

## VIII. Motions

### Assembly Agenda Items

A recommendation for an Assembly agenda item is made at the AWSC meeting. A consensus by the AWSC puts the item on the agenda. Recommendations should be given, in writing to the Area Chair three weeks prior to the AWSC meeting. Any Al-Anon member can make a recommendation to the AWSC through the local service structure such as the GR and/or DR. Member(s) at large or that have no local GR and/or DR may contact the Area Chair directly. Contact can be made through the Area website at <http://www.al-anon-idaho.org/area-members>.

At the Assembly, any voting member (GR or Alternate GR or fill-in member) can make a motion or second a motion. A motion can be tabled by the Chair after it has been presented and opened for discussion.

### Procedures for Voting on Motions

- A motion or recommendation is made and seconded and then discussion is opened.
- If an amendment is made to a motion the amendment is then to be discussed and voted on.
- If the amendment is passed, then the amended motion is voted on. If the amendment is defeated then discussion reverts to the original motion and it is voted on.
- Only the person who made the motion can withdraw the motion.
- An old motion can be rescinded with the majority vote of the Assembly.
- Simple majority passes motions.
- Elections are passed according to the *Al-Anon/Alateen Service Manual* suggestions for each position i.e., two-thirds majority for Delegate and Alternate Delegate and simple majority for Treasurer, Secretary, and Chair. These guidelines are read from the *Service Manual* prior to the voting. A motion is made to vote by ballot or a show of hands.
- The simple or two-thirds majority number is given after each vote. It is a simple majority or two-thirds majority of the votes cast on each ballot.

### Discussion Guidelines

Discussion guidelines are based upon the guidelines practiced at the WSC:

- Each person may share only once per topic, unless answering or asking a specific question.
- There is a two minute limit on sharing.
- No cheers or jeers which signifies judgment.



- No sharing just to affirm another or offer rebuttals. If someone has shared your views please don't repeat it.
- Write out what you are going to say for brevity and clarity, before sharing your opinions with voting members of the assembly.

## **Process for Making Changes**

AI-Anon members who would like to present ideas or changes to the Area World Service Committee or the World Service Office would follow these steps. The AI-Anon member presents the idea or change to the Group Representative, who then, in turn takes it to the District meeting. The DR then takes the idea or change to the AWSC meeting. If the idea or change is for the WSO the Area Delegate would then take the idea or change to the WSO.

As with any issue in AI-Anon, everything needs to be voted on. At a group level, all group members vote on the issue for the GR to take to the District meeting. At the District meeting GR's would vote on what issues to take to the AWSC Meeting. At the AWSC meeting the Officers, Coordinators, and DR's would vote on whether to take the issue to the Area Assembly. At the Assembly the GR's vote on whether an issue should be taken to the WSO or whether it should be addressed by the AWSC.

## **IX. Assemblies**

The assembly of the Idaho Area AI-Anon Family Groups currently is held twice a year. Assemblies are currently held the third Saturday in May and the third Saturday in September. There are additional guidelines which address the planning of an Area Assembly.

## **X. Position Descriptions**

Following are position descriptions for each of the Idaho Area Officers and Coordinators. These guidelines are specific to the Idaho Area. More information is available online at the WSO website and the *AI-Anon/Alateen Service Manual*.

Coordinators, Thought Force Committee and/or Task Force Committee chairs give progress reports at Assemblies and AWSC meetings.

## **Area Officers**

### **(Supplement to *Al-Anon/Alateen Service Manual and Guidelines*)**

#### **Area Delegate**

- Brings handouts, reports, and other pertinent materials from the WSC to the assembly and AWSC meetings.
- Gives a Delegate's Report at each assembly. An hour is allotted for this report, which can include skits, presentations, showing Public Service Announcements (PSAs), etc. A written Delegate's Report is prepared for the Area Newsletter Editor, and given to the Area Secretary for record keeping.
- Gives a Delegate's Report at each AWSC meeting. The Delegate is given 15 minutes on the agenda.
- Attends the Northwest Regional Delegate Meeting each year during their three year term.
- It is suggested that once during the three-year term, the regional trustee be invited to speak and to chair a service workshop. The Delegate invites the regional trustee to an area assembly.
- The Delegate also serves on a selected committee for the WSC.  
Sends a welcome letter to new groups.

#### **Alternate Area Delegate**

- Chairs GR Exchange meeting at each assembly with the purpose of informing GRs about Al-Anon's structure, traditions, and concepts. Leads a discussion to answer GR's questions about how Al-Anon works. Helps GRs exchange information with each other about group concerns and successes.
- Serves as the Timer, setting a three-minute limit for reports and two-minutes for comments at the microphone.
- Is familiar with the duties of the Idaho Delegate (see above). If the Delegate is unable to complete the three-year term the Alternate Delegate will assume the duties of the Delegate.
- Attends the Northwest Regional Delegate Meeting once during their three year term.
- Assists the District Host committee in planning the Area Assembly.

#### **Area Chair**

- Chairs and sets business agenda for AWSC and Area Assembly.
- Requests in advance and checks the Assembly business meeting room for setup including two microphones, number of chairs, LCD and other electronic equipment as needed.
- Keeps the AWSC and area assembly business meeting discussions on track, halting off-topics comments.
- Starts and ends business meetings on time. Tables agenda items if adequate time is not available.

- Provides the business agenda to area committee members at least two weeks prior to area business meetings.
- Sends a follow up memo to area committee members within two weeks after the AWSC meeting to re-cap voting issues for Group Representatives.
- Sets dates and signs facility contracts, if needed, for AWSC meetings and Area Assembly meetings.
- Notifies Area Coordinators or Officers who have been removed from the AWSC due to lack of participation. Notifies a district if their DR does not attend the AWSC and has not contacted the Area Chair or sent a report.
- Develops an evaluation form for AWSC meetings and Area Assemblies. Compiles responses into an evaluation re-cap after the AWSC meetings and Area Assemblies, and sends the re-cap to AWSC members via email or US Postal Service.
- Chairs DR Exchange meeting at each assembly with the purpose of informing DRs about Al-Anon's structure, traditions, and concepts. Helps DRs exchange information with each other about district concerns and successes. Helps DRs identify and develop leadership skills.
- Coordinates with the Area Treasurer to be placed on area bank account.

### **Area Secretary**

- Has access to and proficiency in the use of a computer.
- Has access to and proficiency in the use of email.
- Takes minutes and maintains a written record of all current and past AWSC and Area Assembly business meetings. Original minutes and attachments will be maintained in Idaho Area 13 Archives.
- Provides business meeting minutes to AWSC members within two weeks following each AWSC meeting and Area Assembly. Includes attachments when possible.
- Maintains a current mailing list, including phone numbers, of all AWSC members. Distributes the list to the AWSC members when changes are made.
- Establishes the number of all voting members at each Area Assembly. Includes the total number of voting members in the minutes, and breaks out numbers by district if possible.
- Keeps a list of GR names, addresses, email, and phone numbers, by district if possible with attendance sheet at each area assembly meeting. This list may be obtained from the Records Coordinator prior to an assembly.
- Records and maintains the area motion log. Sends the updated motion log to the Website Coordinator to get it posted on the website. Sends notice of the updated log to the AWSC after the Fall Assembly each year.
- In an election year, will have resume forms available from March 1 through August 30. These forms will be available for download from the website.
- Stores and brings the Area mailbox to AWSC meetings and assemblies.
- Mails AWSC meeting handouts to those who did not attend the meeting.

### **Area Treasurer**

- Has access to and is proficient in the use of a computer. Expertise in bookkeeping is not required but very helpful.
- Opens and maintains an area checking account. Sets up the account to include the Area Chair as the alternate signer.
- Provides area expense forms and issues checks upon receipt of completed forms. Receipts are required for reimbursed expenses and must be submitted by other AWSC members no later than three weeks after the expense is incurred.
- Provides accurate and timely financial reports at each AWSC and Area Assembly, including current list of contributions.
- Works with the Website Coordinator to assure payment of website expenses to keep the Idaho Area website operational with no breaks in service.
- Is responsible for depositing registration money as received for Area Assemblies.
- Submits the proposed yearly budget discussed and approved at the Fall AWSC meeting to the Fall Assembly for voting
- Assures that a financial review of the financial records is completed at the end of every three-year term.
- Acts as the Registration Chair for all Area Assemblies.

## Area Coordinators

(Supplement to *AI-Anon/Alateen Service Manual and Guidelines*)

All positions should be familiar with the *AI-Anon/Alateen Service Manual*, WSO Guidelines, and Idaho Area Guidelines

Idaho Area Coordinators to give a three-minute report at the Area Assemblies and shall perform all duties to the office as described in *the AI-Anon/Alateen Service Manual, World Service Guidelines*, and such other duties which may be assigned by the Idaho Area. Reports could include sharing information sent by the WSO, progress on current opportunities/projects, and new ideas for our Area.

### **Public Outreach**

- Is familiar with suggested guidelines *Outreach to Institutions (G-9)*, *Outreach to the Public (G-10)*, *The Best of Public Outreach (P-90)*, *Outreach to Professionals (G-29)*, and *Area Public Outreach Coordinator (G-38)*.
- Encourages Districts, the AIS/LDC, and GRs to make projects and information available to the groups in the area.
- Distributes service projects and information from the WSO to Area Assemblies, and districts. Interacts with districts to encourage projects and answer questions.
- Requests reports of public outreach activities from the districts. Helps districts exchange information on public outreach successes/concerns.
- Assists with breakout sessions or workshops at Area Assemblies, if asked.

### **Alateen Coordinator/Process Person**

- Is familiar with Idaho Requirements for AI-Anon Members Involved in Alateen Service, and the certification process for Alateen Sponsors/AMIAS. Is also familiar with suggested guidelines *Area Alateen Coordinators (G-24)*.
- Brings information provided by the WSO to the AWSC and Area Assemblies. Interacts with districts to encourage Alateen projects/activities and answers questions.
- Works with the Assembly host district in planning Alateen events at the Area Assembly, if the area votes to have an Alateen program.
- Encourages Alateen GRs to attend district and area meetings.
- Coordinates Alateen sponsor workshops/trainings.
- Keeps in contact with sponsors and district Alateen Coordinators during the year to stay informed about district Alateen sponsors.
- Processes all paperwork for anyone wishing to be an AI-Anon Member Involved in Alateen Service (AMIAS). Collects Idaho Area Candidate Profile forms and any other forms related to certifying Alateen sponsors or AMIAS. Keeps an organized

binder listing all current Alateen groups, sponsors, and Al- Anon Members Involved in Alateen Service (AMIAS), by district.

- Is the liaison between the World Service Office and the Idaho Area for all communication regarding Alateen safety issues, and Alateen sponsor. Sends WSO the AMIAS form certifying that candidates have met the Idaho Area requirements. Receives the AMIAS form from WSO with candidate ID numbers.
- Keeps all sponsorship information confidential.
- Executes the Annual Certification of AMIAS.
- Follows all guidelines to assure Background Checks for AMIAS are completed. (See website for Certification Guidelines).

### **Forum/Literature**

- Keeps in contact with district Forum/Literature Coordinators or DRs, passing along ideas from WSO, and helping districts exchange information on successes/ concerns.
- Distributes information provided by the WSO to the AWSC and Area Assemblies.
- Is familiar with suggested guidelines *Area Forum Coordinators (G-32)* and *Area Literature Coordinators (G-6)*.
- Helps with Forum/Literature workshops or skits.
- Develops and distributes a suggested list of ways to use the Forum or CAL literature at meetings.
- Reports at area functions about new or revised literature. Also, reports about special articles or photos in the Forum.
- Is available to GRs and DRs for assistance in conducting workshops.
- Informs WSO of exciting area activities.
- Encourages local members to submit personal articles to the WSO for publication in CAL literature or the Forum.

### **Group Records**

- Is familiar with WSO's *Group Records Coordinator (G-36)* guidelines.
- Serves as primary contact between the area and the WSO regarding group records.
- Has access to and proficiency in the use of a computer, its programs, and the Internet.
- Maintains and updates records of all registered groups in Idaho Area 13.
- Using the Al-Anon Registration/Group Records Change Form online site, submits all group record changes received to WSO in a timely manner.
- Receives bi-annual group record printout from WSO and provides each DR with the information for their respective district group records.
- Provides an updated list of groups to the area secretary two weeks prior to each area assembly.
- Alerts DRs of groups with a "no mail" status from the WSO within their respective district.
- Compiles an area meeting directory to be distributed to the AWSC members, if desired.

- Notifies Area Treasurer of newly registered groups, including district location, name of group and group number.

### **Website**

- Is familiar with WSO's *Guideline for Al-Anon Web Sites (G-40)* and *FAQ for Al-Anon Web Sites (S-66)*.
- Has access to and proficiency in the use of a computer, its programs, and the Internet.
- Coordinates items for inclusion to the Idaho Area 13 website.
- Receives updated meeting lists from each District on a regular basis and posts changes to the website.
- Keeps website as current and up-to-date as possible.
- Is responsible for monitoring and recording all expenses incurred for the website.
- Notifies Area Treasurer of expenses and for payment reimbursement. Coordinates with the Area Treasurer to assure payment of website expenses to keep the Idaho Area website operational with no breaks in service.
- Website Content: The Idaho Area 13 website will include the following: a description of Al-Anon; the Twelve Steps, Twelve Traditions and the Twelve Concepts; address and phone number for the Al-Anon/Alateen Information Service Center; Idaho Newsletter, Area reports, and an Area events page which will include dates for Idaho Area Assemblies, Area World Service Committee (AWSC) meetings and other Al-Anon events.
- Anonymity: This website will not publish full names of any Al-Anon/Alateen member or make reference to any information relating to an individual that conflicts with our Tradition of Anonymity.
- Domain Registration: The domain name for this website shall be: [www.al-anon-idaho.org](http://www.al-anon-idaho.org). It will be registered in the name of Idaho Area State Al-Anon Family Groups. A contact email address will be established, without the use of names. Purpose of the email address will be to answer questions of the website reader. The Website Coordinator will be the email contact.
- Maintains the generic emails for the website by updating the appropriate email address for inquiry (web inquiry), billing (web billing), newsletter distribution (web newsletter), records (web records), Spanish hot-line contact and Area Officers and Coordinators.
- Updates the Website Coordinator documentation to pass along to the next Website Coordinator.
- Updates the domain profile for the website whenever the Website Coordinator, technical coordinator, or Treasurer changes

### **Archives**

- Is familiar with the suggested guidelines *Area Archives (G-30)*.
- Distributes information provided by the WSO to the AWSC and Area Assemblies.
- Encourages districts to submit archive materials, i.e., event flyers, group histories, long-time member histories, etc.
- Maintains the original area business meeting minutes.

- Maintains the pictures of our co-founders, Lois W. and Anne B., and provides them for display at Area Assemblies.
- Provides archives display at Area Assemblies.

### **Newsletter Editor**

- Is familiar with the suggested guidelines, *Guidelines for Newsletter Editors (G-21)*.
- The area newsletter is published four times a year, ideally after each AWSC meeting and Assembly (Feb/Mar, May/June, Aug/Sept, Nov/Dec).
- Encourages individual members to make it their newsletter by submitting information, reports, and service sharings.
- Determines whether personal sharings are appropriate for an AI-Anon newsletter, keeping the focus on AI-Anon principles, not on religion, counseling, materials other than our AI-Anon Conference approved literature, other 12-step programs, etc. Distribution is recommended within two weeks of report deadline.
- Sends newsletter via email to the Area website email distribution list compiled by individual members' requests. Sends newsletters via U.S. Mail to those requesting a hard copy.
- Sends a pdf copy of the newsletter to the Website coordinator for posting on the website. This copy does not include names and addresses of members.
- Includes a calendar of upcoming events in the Area.
- Ensures a blank copy of the Idaho Area Resume is published in the March Newsletter prior to area elections.
- Provides one copy of each newsletter to the area archives coordinator.

## **XI. Elections**

### **Election Procedures**

- The election of DRs and GRs for individual districts and groups should precede the date of the election assembly, if possible.
- All terms of office shall begin January 1 following the fall election.

### **Eligibility to Stand for Area Office**

- In order to benefit from service experience, Area Officers will be elected from outgoing Area Officers and DRs who have served in the Idaho Area. Also eligible will be past DRs who have remained active. If no past or current DR is available to serve, a past or current GR would be eligible. Active is defined as:
  - Regular attendance at AI-Anon meetings.
  - Prior attendance at AWSC meetings and/or Area Assemblies.
  - Participation in service work at any level.



- A qualified individual may obtain a resume form from the Area Secretary or the Area Website.

## **Proposed Method of Election**

(Refer to “Election Assembly Procedures” in *the Al-Anon/Alateen Service Manual*.)

Terminology:

- Simple Majority - one more than half (for use in all elections where a simple majority is required).
- Substantial Unanimity - is at least 2/3 of the voting GR's as required per the Al-Anon/Alateen Service Manual for election of Delegate and Alternate Delegate.

## **Appointment of Area Coordinators**

- Idaho Area Coordinators are to be appointed by the newly elected Idaho Area Officers from submitted resumes. The appointment of Idaho Area Coordinators will be held at some time following the Area Assembly Election meeting and prior to January 1, following the Area Assembly Election meeting. The appointment is to be by simple majority.
- If there are no resumes submitted for a Coordinator's position, the Elected Officers will continue to seek to fill the position.
- If a Coordinator resigns before the end of their term, or does not fulfill their responsibilities, the Elected Officers will seek to fill the position.

## Appendix

### **Literature Center Liaison**

- Is a member of the Literature Center Board of Trustees and is appointed by the Literature Center Board to serve on the Area committee.
- Is familiar with suggested guidelines *Literature Distribution Centers (G-18)*, and *AI-Anon Information Services (AIS) (G-4)*.
- Reports on AIS/LDC finances, fundraisers, literature inventory, and any requests the Literature Center Board has for the area or the districts.
- Is the liaison between the Literature Center and the AI-Anon Assembly Host Committee to assure that books requested by the hosting district are delivered to the Assembly or area events.
- Provides order forms, special flyers, and other AI-Anon material to AWSC members.
- Expenses to Assemblies/ AWSC meetings are paid by AIS/LDC Committee

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