

District Representative Orientation
Oct. 24, 2021 via WebEx
DR 101: Session 1

Agenda

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Virginia Area Website: www.vaalanon.org

** All sessions will be recorded (audio only) for those who cannot join in real time.*

Documents for Session 1:

Al-Anon Service Manual, 2018-2021, version 2

WSO Guidelines: District Representative, G-37

WSO Guidelines: District Meetings, G-15

WSO Guidelines: Group Representatives, G-11

WSO Guidelines: Starting an Al-Anon Group, G-12

Virginia Area Maps – the Virginia Area Districts and your District map

Group Records Coordinator handouts

Presentation: Area Group Records Coordinator, Chris B.

Panel Discussion Members: *Chris B., Tom S., Area Chairperson, Debbie P., incoming Area Chairperson*

Agenda

1. World Service Conference Structure Chart, (Service Manual, p. 171)

- Ultimate authority for AFG, Inc. resides in the groups
- Each level in the chart delegates authority to the next successive level
- WSC is the final decision making body
- Envision the chart, not as line, but as circular

2. Terms of Office

- (SM, p. 143) “The DR is elected from among incoming, outgoing, or active past GRs in his home District **prior to the Assembly** or by caucus at the Assembly.”
- (SM, p. 141) “In Areas where terms of office begin on January 1, only the outgoing GRs vote for an incoming Delegate and officers – from among the outgoing DRs and others eligible according to Area autonomy.”
- (SM, p. 150) “The term of office (of DRs) is three years, coinciding with those of the Area officers and Delegate.”

3. District Representative Duties:

At the District level: see SM, p. 144 and G-37

- To call and chair District meetings
- Keep in touch with GRs
- Visit groups within the District, especially new groups
- Help groups understand and apply the Traditions
- Help GRs understand structure of their Assembly and WSO
- Encourage members to become involved in service
- Coordinate service events
- Coordinate Public Outreach
- Notify Group Records Coordinator of record changes promptly
- Get to know AMIAS in District
- Encourage any Alateen groups to send GRs to District meetings
- Fulfill any duties as stated in VA Area Alateen Behavioral and Safety Guidelines
- District Record Keeping
 - prepare contact list of GRs in your District
 - check CMA info with GR for accuracy
 - urge every group to complete and return group data sheets from WSO
- Communicate with local Service Center, if applicable

At the Area level:

- Help the Delegate in disseminating WSC information and reports
- Attend all VAWSC meetings
- Report VAWSC information back to GRs at District meetings
- Attend all Area Assemblies
- Prepare GRs for upcoming Assemblies by discussing upcoming Agenda, voting motions, etc.
- Cooperate with the Alateen Coordinator and AAPP in maintaining AMIAS certification status (Session 3)
- AFG Connects for DRs

4. Record Keeping for DRs:

- See G-37; "Information the DR Needs to Know:"
 - Prepare a District roster with a list of District Officers, GRs and AGRs, and CMAs.
 - See Sample Roster page
 - Include their contact information

- Include a list of District meetings with the WSO ID numbers
- If your District also has Coordinators, such as Public Outreach, Tech support, or others, add these also.
- Include the VA Area number – 057 and your District number.
 - See Chart – “Area 057, Virginia District Numbers”
- Set up your email distribution list early. (Debbie P. on use of Mail Chimp)
 - Use this list to distribute District meeting information
 - Dates of District meetings, Service Center meetings, Assemblies, etc.
 - Agenda
 - Officer reports
 - Event fliers
 - District Calendar
 - Use this list to distribute information from the VA Area Officers, including the Delegate
 - Encourage your GRs to set up their own email distribution list for group communication
 - To distribute the WSO electronic newsletter *In the Loop*
 - To distribute District, Area and WSO info to group members
 - To distribute event fliers
- DRs are VAWSC members and will receive a VAWSC roster from the Area Secretary
 - The VAWSC roster is for DR use only – DO NOT DISTRIBUTE
- AI-Anon acronyms – these are used widely in all service areas (see list on p. 6)
 - Learn these early
 - Help your GRs learn them also
- Consider creating a District meeting list for public outreach
- Examples – a bookmark, a trifold, or a simple chart with meeting info to help people find meetings in your District
- Create a District Calendar
 - Enter fixed dates – District meetings, Service Center meetings, Assembly dates, Convention dates
 - See Sample District Calendar
 - Helps members plan ahead and plan to get to service meetings they need to attend
- Consider setting up a District website
 - See VA Area website for existing District website links

5. Role of the Alternate DR

- SM, p. 150 “If the DR resigns, proves to be inactive in his District, or for any reason is unable to serve, the Alternate DR completes the term.”
- Other roles for the ADR
 - Attend Service Center meetings and report at District meetings
 - If the District is small, ADR may serve as Treasurer, Secretary, or as the public outreach contact.
 - Can help the DR stay in contact with District meetings
 - Or any other position the District agrees to.

6. Presentation from Chris B., the Area Group Records Coordinator

- How to handle your District's group record changes

7. Questions and Answers with a Panel of Past DRs

- Chris B., past DR, Fairfax District; current Group Records Coordinator
- Tom S., past DR, Bull Run District; current Area Chair
- Debbie P. current DR, Peninsula District; incoming Area Chair
- Terry W., past DR, Annandale/Springfield District; current Area Delegate, Panel 59

8. Next Sessions:

- Sunday, Nov. 14, 2021 2:00 to 4:00 pm
 - Planning your first District meetings
 - Presentation from Bruce B., Area Treasurer
 - Your District's treasury
- Sunday, Dec. 12, 2021 2:00 to 4:00 pm
 - How to prepare your GRs for their first Assembly
 - Your DR report to VAWSC and Assembly
 - Presentation from Ginny K. and Stacy L., Alateen Coordinator and AAPP
 - What you need to know about Alateen meetings and AMIAS

Some Al-Anon Acronyms to Know

AAPP	Area Alateen Process Person
ADR	Alternate District Representative
AFA	Al-Anon Faces Alcoholism
AIS	Al-Anon Information Service (Service Center)
AGR	Alternate Group Representative
AMIAS	Al-Anon Member Involved in Alateen Service
CAL	Conference Approved Literature
CMA	Current Mailing Address
DR	District Representative
ESAC	Eastern Seaboard Alateen Conference
GR	Group Representative
LDC	Literature Distribution Center (Service Center)
LRPC	Long Range Planning Committee
MEAC	Mid-Eastern Alateen Conference
SERDGT	Southeast Regional Delegate Get Together
VAWSC	Virginia Area World Service Committee
WSO	World Service Office
WSC	World Service Conference