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

Agenda

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* 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

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

- Al-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
     o Planning your first District meetings
     o Presentation from Bruce B., Area Treasurer
     o Your District’s treasury
   • Sunday, Dec. 12, 2021 2:00 to 4:00 pm
     o How to prepare your GRs for their first Assembly
     o Your DR report to VAWSC and Assembly
     o 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

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